COMPAQ

Aero 1500 Series
Palm-size PC

Reference Guide

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REFERENCE GUIDE
Aero 1500 Series Palm-size PC

First Edition August 1999

Compaq Computer Corporation

TABLE OF CONTENTS

preface

BEFORE YOU BEGIN

Before using your Compaq Aero 1500 Series, be sure to read through the Quick Start Guide. Read this chapter for information about:

- **documentation and online help**
- **customer registration**
- **symbols and conventions used in this guide**

FINDING INFORMATION

References are provided as printed materials and as online information that is accessible from your desktop computer and your Aero 1500. In addition to this guide the following references come with your Aero 1500:

- *Quick Start Guide*
- *Pocket Reference Guide*
- *Accessories Information*
- Accessories Business Card
- *Important Safety Information*
- *Register Now Card* (North America only)
- *For Help...* (warranty and service information)
- *Program License Agreement*
- Microsoft® ActiveSync™ booklet (with Microsoft ActiveSync CD)

The following online references are also available:

Name	Location
Palm-size PC Help	Compaq Aero 1500. Tap **Start→Help**.
Microsoft ActiveSync Help	On your desktop computer. Install the *Microsoft ActiveSync* software. Next, click on the Microsoft ActiveSync icon on your desktop, then click **Help→ActiveSync Help**.
Microsoft Palm-size PC Home Page	**www.microsoft.com/ windowsce/ppc**
Compaq Aero 1500 Home Page	**www.compaq.com/ products/**

LOCATING INFORMATION QUICKLY

To quickly find the information you're looking for, use this table as a starting point.

To Find Information About:	Look Here:
Using the programs on your Compaq Aero 1500	*Compaq Aero 1500 Reference Guide*
	Palm-size PC Help
Synchronizing and exchanging files with your desktop computer	*Microsoft ActiveSync Help. ActiveSync Help* also includes troubleshooting information on connections.
	Palm-size PC Help
	The booklet accompanying the Microsoft ActiveSync CD
Toolbar buttons and dialog box items	Tap and hold on a toolbar button or dialog box item to see its name or a short description. Drag off the toolbar button or item before lifting to avoid activating it.
Information on this release of Windows CE and ActiveSync	Read Me files (located in the ActiveSync folder on your desktop computer).
Information on Aero 1500 accessories and how to order them	*Accessories Information*
	Accessories Business Card
The latest information and offers for your Aero 1500 device and accessories	Aero 1500 Home Page (**www.compaq.com/ products/**)

CUSTOMER REGISTRATION

In North America

To receive the latest information on your Compaq Aero 1500 Series, as well as special offers on device accessories and software, be sure to register with Compaq by completing and mailing the *Register Now* card included with your Palm-size PC.

Outside of North America

Outside of North America, use the Compaq Info Messenger service to obtain Internet and e-mail access to the latest software updates and service documentation for your device.

Once you register with this free service at **www.compaq.com/ infomessenger** and build your profile(s), Info Messenger searches the Compaq Web site and collects information specific to your Compaq Aero 1500 environment. Info Messenger then sends an e-mail alerting you when new and/or updated information is available on a Compaq customized Web page.

SYMBOLS AND CONVENTIONS

Some or all of the following format conventions may be used in this guide to distinguish elements of text:

- Names of menus, commands and icons are shown in bold type as they appear on the display, for example, **Start**, **Close all tasks**, **Q**.

- An arrow is used to separate icons or menu options that you should select in succession, for example, tap **Start→Settings→Owner**.

WARNING: Text set off in this manner indicates that failure to follow directions could result in bodily harm or loss of life.

CAUTION: Text set off in this manner indicates that failure to follow directions could result in damage to equipment or loss of information.

NOTE: Text set off in this manner presents commentary, sidelights, or interesting points of information.

IMPORTANT: Text set off in this manner presents clarifying information or specific instructions.

chapter 1

INTRODUCING THE DEVICE

Welcome to the high-performance world of the ultraslim Compaq Aero 1500 Series (referred to as the "device" throughout this reference guide). Powered by Microsoft's Windows CE operating system, the Compaq Aero 1500 Series is designed to provide you quick and convenient access to critical information while away from your PC.
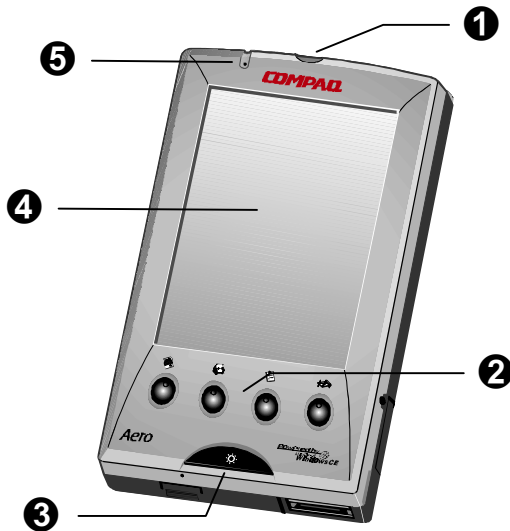
The world's smallest Windows CE powered Palm-size PC, the Aero 1500 fits neatly in your pocket and acts as a mobile extension to your PC, letting you access and organize important information such as your contacts, schedule and task list wherever you go.

The Aero 1500 features a crisp, high-resolution display that greatly enhances the clarity of text and graphics so that you can view more information at a glance. Because its Windows CE interface closely emulates the Windows interface on your PC, the Compaq Aero 1500 Series is the most intuitive way to stay productive and access, organize and exchange information with a Windows-based PC.

This chapter describes the following features:

- **front side components**
- **left side components**
- **right side components**
- **top edge components**
- **bottom edge components**
- **back side components**
- **cradle components and auto-sync cable**

FRONT SIDE COMPONENTS

Front Side

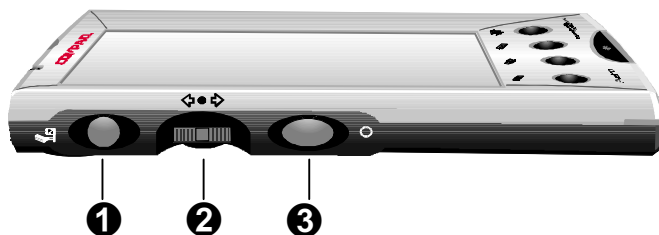| Item	Component	Function
❶	Battery Charge and Alarm Light	The indicator light on the top of the device serves as both a battery charge indicator and a visual alarm indicator.
		▪ Flashing green: Notification alarm signal.
		▪ Flashing amber: Battery is charging.
		▪ Solid amber: Battery is fully charged.
		For more information, see "**Charging the Battery Pack**" in Chapter 3, and "**Setting Notification Alarms**" in Chapter 4.

Continued

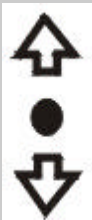| Item	Component	Function
❷	Program Buttons	The program buttons on the front panel of the device are used to open some of the most frequently used applications. You can change the shortcuts of the program buttons so that they open different applications. For more information, see "**Program Buttons**" in Chapter 6.
		Opens the Calendar application.
		Opens the Contacts application.
		Opens the Tasks application.
		Opens the Note Taker application.
❸	Power and Backlight Button	The Power and Backlight button is used to turn on and off your device and the screen backlight. Press and release the button to turn on or off the device. Press and hold the button for one second to toggle on or off the backlight.
❹	Display	The Aero 1500 Series features a crisp, high-resolution, STN-type monochrome display that greatly enhances the clarity of text and graphics so that you can view more information at a glance. Its large viewable area (320 x 240 pixels) lets you see more and do more.

Item	Component	Function
❺	Microphone	The two small holes at the top of the device are the microphone for the built-in Voice Recorder. For more information, see Chapter 7, "**Voice Recorder**."

LEFT SIDE COMPONENTS

Left Side

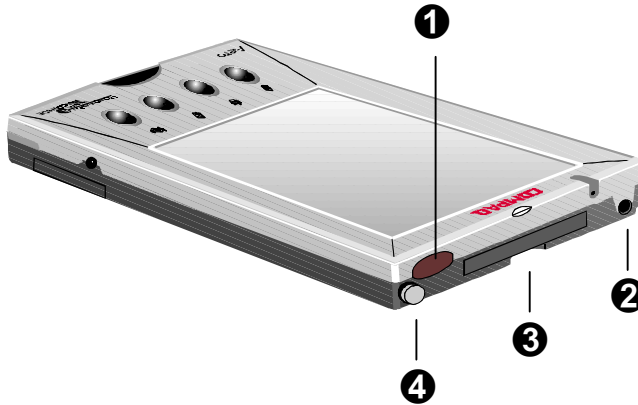| Item	Component	Function
❶	Voice Recorder Button	You can record brief notes and messages by speaking into the built-in microphone while holding down the voice recorder button. For more information, see Chapter 7, "**Voice Recorder**."
❷	Dial/Action Button	This is a wheel with three functions. ■ Rotate the dial up to cause an upward scrolling action while you are using an application. ■ Rotate the dial down to cause a downward scrolling action while you are using an application. ■ Press the center of the dial to use it as an action button, much like the **Enter** key on a full-sized PC keyboard.
❸	Exit Button	Press this button to exit a window within an application. The Exit button is similar to the **Esc** key on a full-size PC keyboard.

RIGHT SIDE COMPONENTS

Right Side

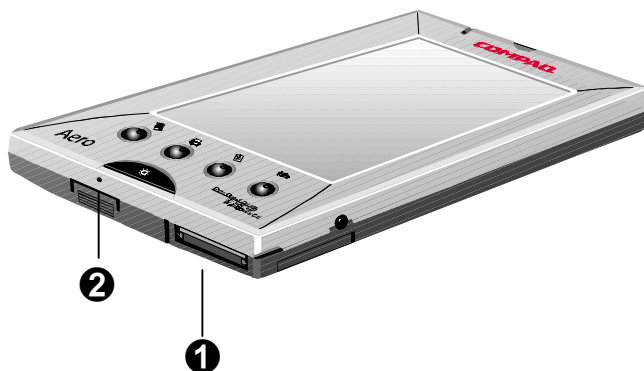| Item	Component	Function
❶	Backup Battery Compartment	The system relies on a coin-sized backup battery to maintain data when the main battery pack is low or unavailable. Open the cover of the backup battery compartment to access the backup battery. For more information, see "**Backup Battery**" in Chapter 3.
❷	DC Jack	The DC jack allows you to connect to external power with the supplied AC adapter. For more information, see "**Using AC Power**" in Chapter 3.

TOP EDGE COMPONENTS

Top Edge

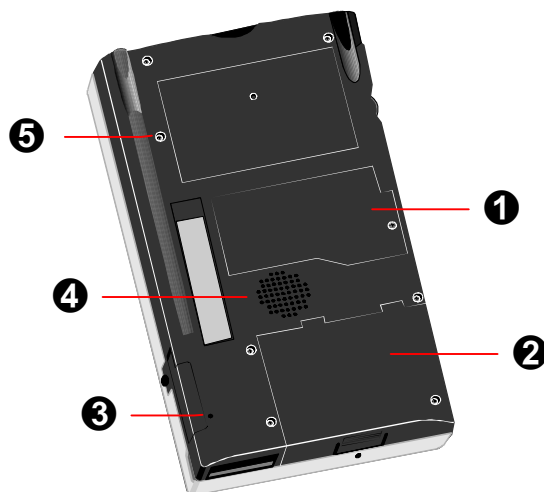| Item	Component	Function
❶	Infrared Port	You can use the infrared port to exchange data with other infrared-equipped devices. The infrared port can transmit at speeds up to 115 Kb per second. For more information, see Chapter 11, "**Infrared Feature**."
❷	Audio Jack	The audio jack lets you connect an earplug to your Compaq Aero 1500.
❸	CompactFlash Card Slot	The CompactFlash slot is protected by a removable cover. The slot supports Type I CompactFlash cards. For more information, see Chapter 12, "**CompactFlash Cards**."
❹	Stylus and Stylus Compartment	The stylus compartment stores the stylus when it's not in use. Pull the stylus up to release it from the compartment. When you are finished using the stylus, insert it back into the compartment and gently press it down.

BOTTOM EDGE COMPONENTS

Bottom Edge

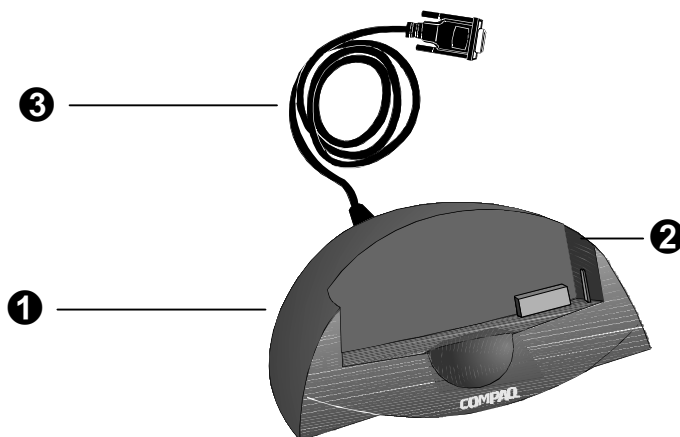| Item	Component	Function
❶	Communications Port	The communications port establishes a connection with the serial port of your desktop PC. You can connect the Aero 1500 to a PC by using a cradle or an auto-sync cable. For information on using the communications port to establish a connection to a PC, see ActiveSync Help on your desktop computer.
❷	Battery Cover Release Button	This button allows you to access the main battery. Press the recessed button with your stylus to open the battery compartment cover.

BACK SIDE COMPONENTS

Back Side

Item	Component	Function
❶	Memory Compartment	The memory compartment holds the memory module installed in the device. For more information, see Chapter 15, "**Upgrading the Memory Module**."
❷	Battery Compartment	The battery compartment holds the rechargeable battery pack. For more information, see "**Rechargeable Battery Pack**" in Chapter 3.
❸	Backup Battery Cover Release Button	The Backup Battery Cover Release button is recessed inside the case of the device. This button allows you to access the backup battery. To pop open the backup battery compartment cover on the adjacent edge, use the tip of the stylus to press the button.

Continued

Item	Component	Function
❹	Speaker	The system sounds alarms and plays back sound recordings through this speaker.
❺	Reset Button	The Reset button is recessed inside the case of the device. Occasionally, some hardware or software malfunctions can prevent the device from responding. To get the device working again, use the tip of the stylus to press the Reset button. For more information, see "**Resetting Your Device**" in Chapter 3. ⚠️ **CAUTION:** When you use the Reset button, you will lose any data that has not been saved.

CRADLE COMPONENTS AND AUTO-SYNC CABLE

Your Compaq Aero 1500 comes with a cradle. You can also buy an auto-sync cable separately. Both accessories can be used to establish a link between the Aero 1500 and a desktop computer.

Cradle

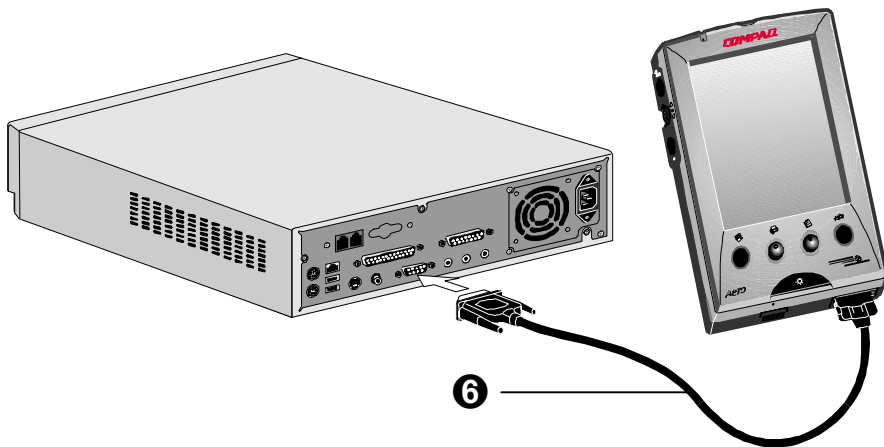| Item	Component	Function
❶	Cradle	The cradle links your Aero 1500 to your desktop computer. You can also recharge the main unit's battery by docking the main unit in the cradle while the cradle is attached to external power.
❷	Stylus Holder	The stylus holder acts as a convenient storing place for your stylus when you are using your Aero 1500 with your cradle.

Continued

Item	Component	Function
❸	Fixed Auto-sync Cable	The fixed auto-sync cable connects your cradle to the desktop PC. When you dock the device into the cradle, the device automatically connects with the desktop PC. (You must install ActiveSync on the desktop PC first.) For more information, see ActiveSync Help on your desktop PC.

Using the Cradle

Item	Component	Function
❹	AC Adapter	The AC adapter connects the cradle to external power. For more information, see "**Using AC Power**" in Chapter 3.
❺	DC Jack	The DC jack allows you to connect to external power via the supplied AC adapter.

The Auto-sync Cable

Item	Component	Function
6	Auto-sync Cable (Accessory)	The auto-sync cable allows you to make a direct connection from the communications port on your device to the serial port on your desktop PC.

chapter 2

BASIC OPERATIONS

This section helps you to start using your Compaq Aero 1500 Series.

In-depth information on each of the individual operations described can be found elsewhere in this reference guide.

This chapter describes the following features:

- **using the stylus**
- **programs**
- **Active Desktop**
- **start menu and taskbar**
- **command bar**
- **typing and writing on your device**
- **finding information on your device**
- **viewing information on your device**
- **customizing your device**
- **adjusting the backlight**

USING THE STYLUS

The Compaq Aero 1500 Series has a touch-sensitive screen. It allows you to use your stylus to interact with the device. With the Aero 1500 Series, you can input data using the full screen area.

When it's not in use, the stylus is stored inside a compartment located at the top edge of your device. Pull up the stylus to free it from the stylus compartment. When you are finished using the stylus, reinsert it into the compartment and gently press it down.

Using the Stylus

CAUTION: Do not touch the screen with sharp objects or any other type of writing instrument. It can damage the screen.

The stylus tip can also be used to open the battery compartment cover, the backup battery compartment cover, or to press the Reset button.

PROGRAMS

The basic set of Windows CE programs is installed on your Aero 1500 Series. You can switch to any program by selecting from the **Start** menu or the **Q Menu**, or by pressing a program button on the device. The programs listed below are installed on your device.

Program	Description
ActiveSync	Synchronizes your desktop computer and your device.
AudiblePlayer	Lets you listen to audio recordings.
Auto Run	Allows specialized programs stored on a CompactFlash card to run automatically.
Calendar	Allows you to review or change your appointments.
CF Backup/Restore	Allows you to backup and restore data with a CompactFlash card.
Channels	Downloads data to your device.
Connections	Connects to other computers or the Internet.
Contacts	Keeps track of your friends and colleagues.
Diagnostics	Allows you to test various functions of your Aero 1500.
File Explorer	Lets you manage and navigate among your files.
Game Keys	Converts the application launch keys into directional keys so that you can play games.
Inbox	Sends and receives e-mail.
Note Taker	Creates handwritten or typed notes and drawings.
PC Link	Initiates a connection with your desktop computer.
Picture Viewer	Allows you to view images on your Aero 1500.
Solitaire	Entertains you while you are on the road.

Continued

| Program	Description
QLaunch	Adds a Q icon to the task bar so you can quickly access the Q Menu.
Q Menu	Allows you to switch between tasks, close tasks and view QUtilities.
QUtilities	Allows you to access several important setting controls.
Tasks	Allows you to review and change your task list.
Voice Recorder	Allows you to record a memo.

You don't have to close programs on your device. Simply switch to another program you want to use. To switch between open programs, tap the **Q** icon on the taskbar, then the desired program from the program list.

NOTE: The pre-installed programs on your device are stored in ROM (read-only memory) and cannot be removed or lost. You can install additional software that will be placed in RAM (random access memory). Programs placed in RAM can be removed. See ActiveSync Help on your desktop computer for information on installing third party software.

ACTIVE DESKTOP

Use the **Active Desktop** to display important information, such as today's appointments and tasks.
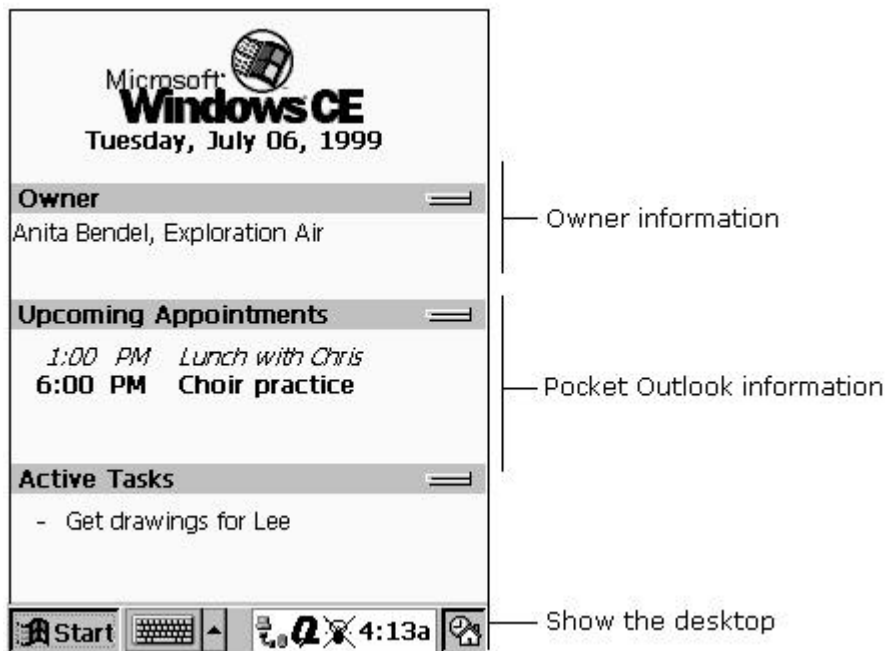
Active Desktop Screen

To select the type of information you want to display on the desktop, tap
Start→Settings→Display→Display Active Desktop.
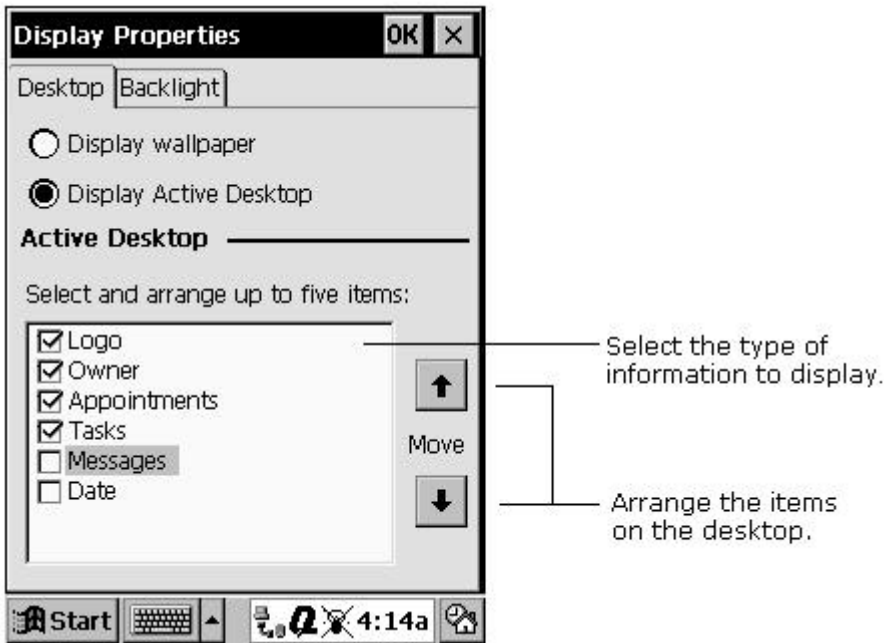
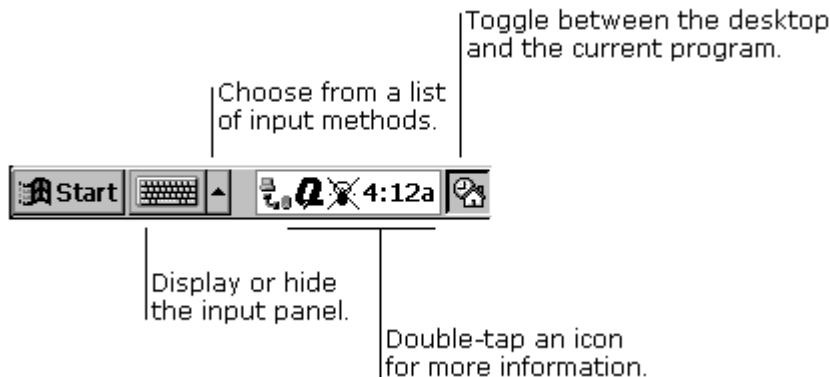**Display Properties Screen**

START MENU AND TASKBAR

Use the **Start** menu on the taskbar to open programs, adjust settings, find information, and view **Help** for the current program.
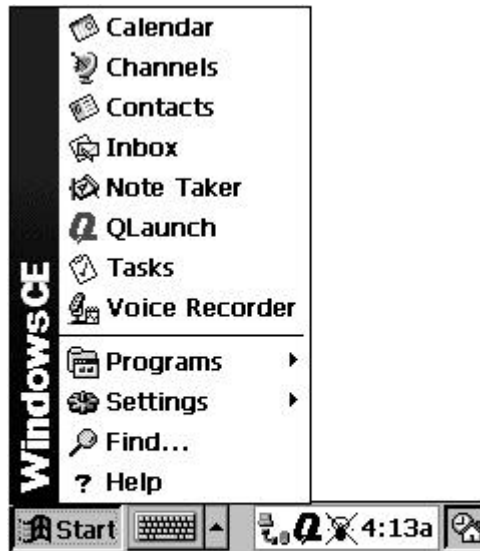
First tap Start, then tap the item you want.

Start Menu

On the taskbar, you can also do the following:

Choose from a list
of input methods.

Toggle between the desktop
and the current program.

Start keyboard ▲ 🔋𝒂✖4:12a 🖥

Display or hide
the input panel.

Double-tap an icon
for more information.

Taskbar

NOTE: When your batteries are running low, a battery icon appears in the status area. For icon descriptions, see Appendix B, "**Icon Reference**."Low battery messages are also displayed on your screen. For information on optimizing battery life, see "**Conserving Battery Power**" in Chapter 3.

You can change what you see on the **Start** menu and taskbar by tapping **Start→Settings→Taskbar**.

COMMAND BAR

The command bar at the top of the device screen includes both menu names and toolbar buttons. You can decide which you want to display.

Drag horizontally to see the
menu names you want.

Tap to quickly show
all menu names.

⇆ **New** ✕ 🗓 1 7 31 12 📇

Tap to show buttons only. Drag down to
show menu names and toolbar buttons.

File Edit View Go Tools ⇆
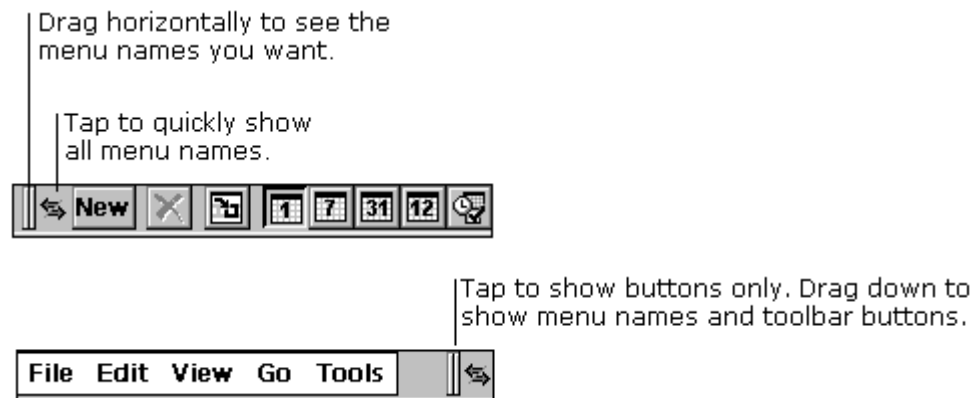
Command Bar

TYPING AND WRITING ON YOUR DEVICE

With your Aero 1500 Series, you can quickly type, write, and draw in the way that's most convenient for you. You can type with the keyboard, write using character recognition, or write and draw directly on the screen using your stylus.

In **Note Taker**, and in notes that you attach to entries in **Calendar**, **Contacts**, and **Tasks**, you can use your stylus to write on the screen.

You can enter information in any program on your device by typing with the keyboard or writing using character recognition. First, select the input method you want to use in your device's input panel. Tap the **Input Method** arrow to see your choices.

Type with the keyboard

To type, tap the **Input Method** arrow and select **Keyboard**. Then tap the keys with your stylus.

Characters are displayed ——— as you tap them.
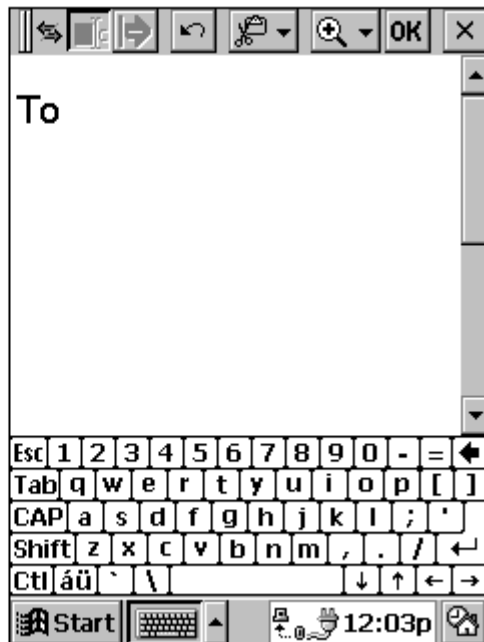
Typing with the Keyboard

You can adjust keyboard settings by tapping **Start➔Settings➔Input Panel**. Select **Keyboard** as the input method, then tap **Options**.

Enable swipe shortcuts (gestures) on your keyboard so that you can:

■ Insert a space by swiping across the keyboard from left to right.

■ Delete a character by swiping across the keyboard from right to left.

■ Enter a carriage return by swiping the keyboard from top to bottom.

■ Enter the character in uppercase by starting on a key and swiping up.

Write using character recognition

You can write using the character recognition software CIC® Jot™. Tap the **Input Method** arrow and select **Jot Character Recognizer**. When you write a letter in the box, your handwritten character is converted to typed text that appears on the screen.
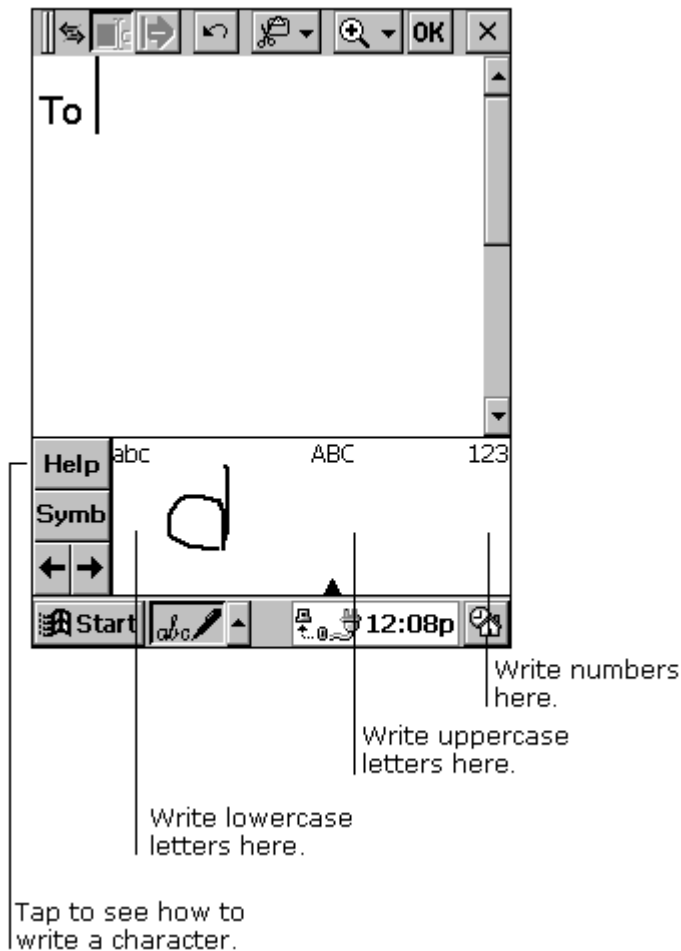
Input Panel

Some letters must be written in a particular way to be recognized. To see how to write letters, tap the **Help** button for an online demonstration or see Chapter 17, "**Using Jot Character Recognizer**."

NOTE: Drag your stylus across the panel horizontally from right to left to delete a character. Drag from left to right to type a space.

As you type or write, your device anticipates the word you are writing and displays it above the input panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your device, the more words it learns to anticipate.

Tap here if this is the word you're writing.
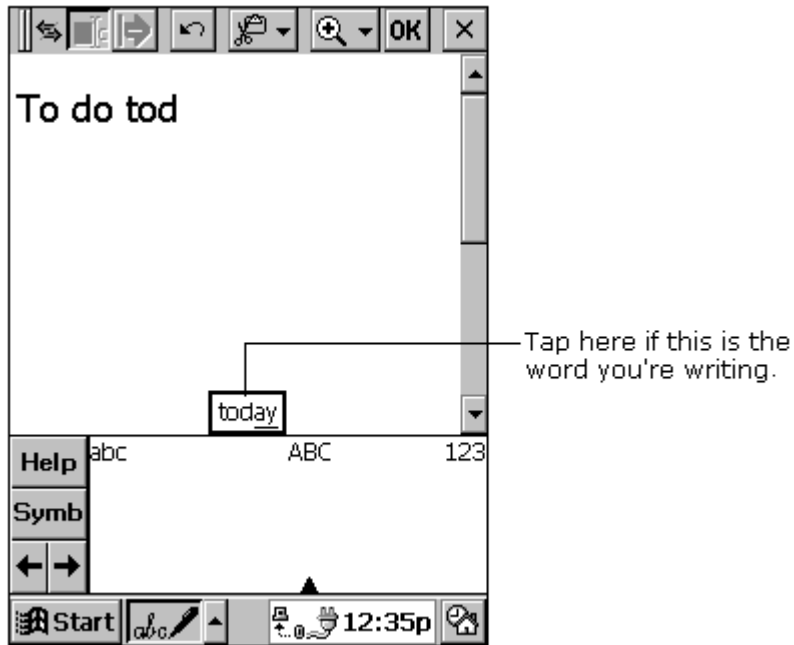
Using the Word Completion Function

To customize the suggested words, tap **Start→Settings→Input Panel**, and select the **Word Completion** tab.

FINDING INFORMATION

The Find feature on your device helps you quickly locate information. Tap **Start→Find**. Enter the text you want to find, select a data type, then tap **OK** to start the search.

Enter the text you want to find.

Narrow your search by selecting a data type.
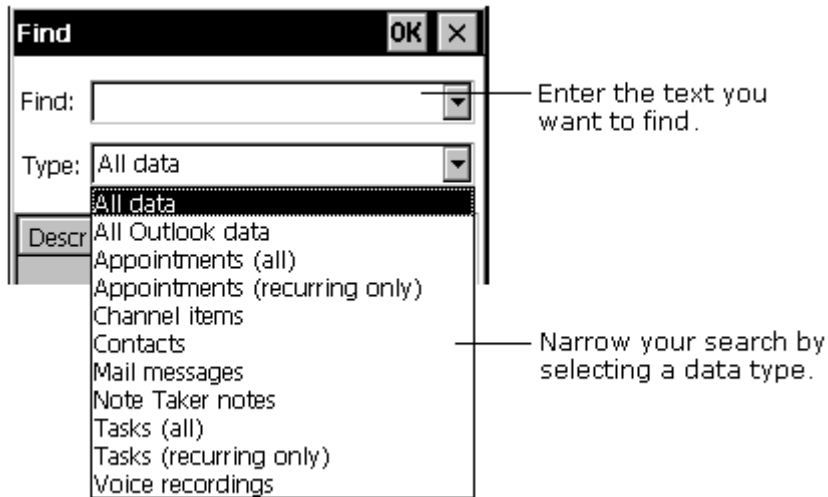
Finding Information Screen

VIEWING INFORMATION

Most programs provide a list view, showing the items or files you've already created in that program. You can display the list in the manner that's most helpful for you.

■ You can sort the list on a particular column by tapping the column heading.

■ In **Calendar**, **Contacts**, and **Tasks**, you can assign entries to particular categories then filter the list to show a specific category.

■ In **Note Taker**, **Voice Recorder**, and **Inbox**, you can place files or messages in folders, then filter the list to show only the files or messages in a specific folder.

CUSTOMIZING YOUR DEVICE

You can adjust your Aero 1500 Series' settings to suit the way you work. Select **Start**→**Settings** to see the settings available on your device.

You might want to adjust the following:

Item	Description
Asset Viewer	Access detailed information about your Aero 1500 as well as your owner information.
Buttons	Associate program buttons with specific programs and adjust the Up/Down control.
Communications	Set the name and customize settings for connecting to a desktop computer.
Dialing	Adjust dialing location settings and dialing patterns.
Display	Adjust Active Desktop and backlight settings.
Input Panel	Customize the input method and set word completion settings.
Owner	Enter contact information in case your device is misplaced.
Password	Limit access to your device.
Power	Maximize battery life.
Regional Settings	Customize the appearance of numbers, currency values, times, and dates.
Remove Programs	Uninstall a program.
Stylus	Recalibrate your screen or adjust double-tap sensitivity.
System	Adjust memory allocation between storage memory and program memory.
Taskbar	Customize the Taskbar and Start menu.
Volume & Sounds	Customize or turn off sounds.
World Clock	Set the date and time for your location and a second location.

NOTE: Some settings are adjustable from the **Q Menu** and **QUtilities**. For

more information, see "**Q Menu and QUtilities**" in Chapter 4.

For information on a particular setting, you can do either of the following:

■ Open the setting, tap **Start→Help**.

■ Open the setting, then tap and hold on the label of the item on which you want more information.
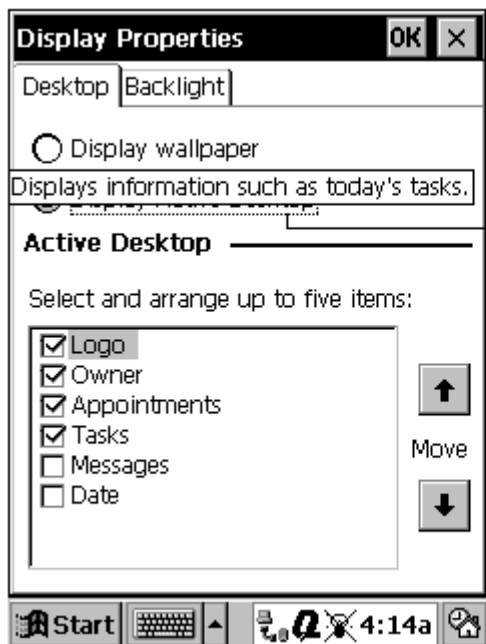
Display Properties Screen

ADJUSTING THE BACKLIGHT

The Aero 1500 Series' backlight lets you view text and graphics clearly whether you're indoors or outdoors, in a dim study or at a brightly lit worksite. There are three ways to turn on and off the backlight: using the Power and Backlight button, tapping the light bulb icon on the taskbar, and using the **Q Menu**.

Using the Power and Backlight Button

You can use the Power and Backlight button on the front of your device to turn the backlight on and off. Press and hold the Power and Backlight button for one second to toggle on or off the backlight.

Using the Light Bulb Icon

You can use the light bulb icon on the taskbar to turn on or off the backlight. Tap the icon to toggle between its two settings:

Icon	Meaning
	The backlight is on.
	The backlight is off.

Using the Q Menu's Backlight Control

You can adjust even more settings using the **Q Menu**. Tap the **Q** icon on the taskbar, then tap **Backlight**. (If the **Q** icon does not appear on your taskbar, tap **Start→QLaunch**).
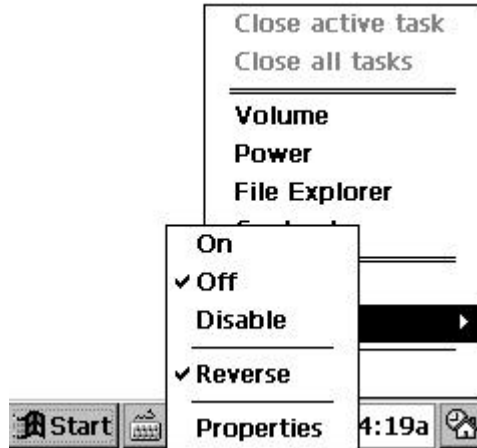
Backlight Menu

You can perform the following actions:

- Tap **On** to turn on the backlight.

- Tap **Off** to turn off the backlight.

- Tap **Disable** to turn off the backlight and remove the light bulb icon from the taskbar.

- Tap **Reverse** to toggle on and off reverse backlight mode. In reverse backlight mode, when the backlight is turned on the device will display dark text on a white back ground in dimly lit environments, and white text on a dark background in brightly lit environments.

■ Tap **Properties**➔**Backlight** tab to adjust the backlight timeout. Use the drop-down menus to set the amount of idle time before the backlight turns off when the device is using battery power or external power.
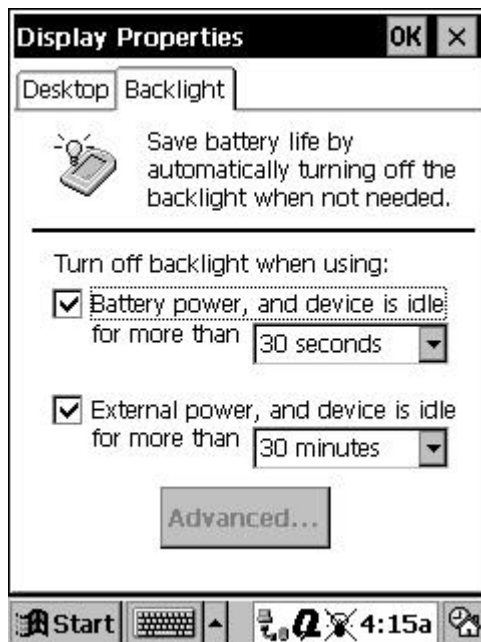
Setting the Backlight Timeout

After the timeout has turned off the backlight, any screen tap or button activation will turn the backlight on again.

chapter 3

USING POWER

Your Compaq Aero 1500 Series is installed with a rechargeable, removable battery pack that can power the device wherever you go. In addition, the device has a small backup battery. The backup battery maintains the data stored on RAM memory when the main battery pack is fully discharged or while you are changing one battery pack for another battery pack.

The battery pack can be recharged by connecting the device to a power outlet with the supplied AC adapter. You can also recharge the battery pack by placing the device in the cradle while the cradle is connected to a power outlet with the supplied AC adapter.

This chapter describes the following features:

- **rechargeable battery pack**
- **charging the battery pack**
- **backup battery**
- **conserving battery power**
- **using AC power**
- **resetting your device**

RECHARGEABLE BATTERY PACK

For mobile computing, your Aero 1500 Series draws power from a rechargeable Lithium-Ion (Li-Ion) battery pack. When the battery is fully charged, it can store enough energy to power your device for several hours. If you use heavy power-using features such as the screen backlight, you will discharge the battery faster. If you frequently use the device with battery power for a long duration exceeding several hours, you may want to purchase a spare battery.

Changing the Battery Pack

To remove and replace the battery pack in your Aero 1500 Series, follow the steps below. Before removing the battery, always verify that the coin-sized backup battery is installed in the device and has a rating of Low to Good.

> **CAUTION:** The backup battery maintains the data held in your Aero 1500 Series whenever the battery is low, or if the battery pack is removed. The backup battery is not rechargeable, so when you change battery packs, do not cause an unnecessary drain on the backup battery by leaving the device without a battery pack for more than a short period of time.

1. Turn off the device.

2. Turn over the device and use your stylus to press the recessed button below the battery cover on the bottom edge of the device ❶. The cover will pop up.

3. Grasp the cover and pull it up at a 45-degree angle to disengage it from the two latches at the top of the battery compartment ❷. Remove the cover completely.

4. Remove the battery from the battery compartment.
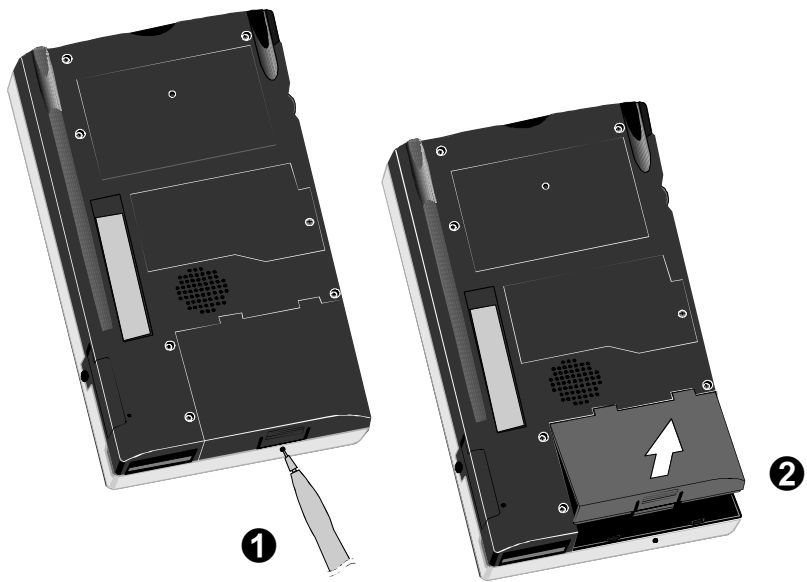
Removing the Battery Compartment Cover

5️⃣ Place the new battery into the compartment ❸ as indicated by the icon inside the compartment.
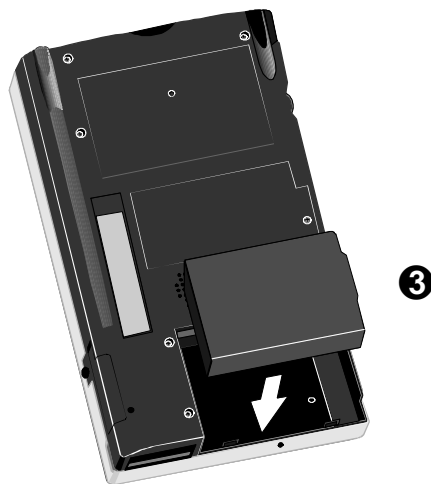
Inserting the Battery Pack

6️⃣ Reinsert the battery cover at a 45-degree angle to engage its two tabs into the latches at the top of the compartment, then press down to snap it into place.

IMPORTANT: The battery compartment cover must be installed for the device to power on.

7 If the inserted battery is new, connect the device to the AC adapter and charge the battery for three hours, until it is fully charged.

Checking the Battery Pack Charge

When you are working with your Aero 1500 Series and using battery power, you can monitor the charge held in the battery pack by using the Power Properties window. To display the Power Properties window:

■ Tap **Start→Settings→Power** or **Q→Power**. (Tap **Start→QLaunch** to make the **Q** icon appear on the taskbar.)

■ If the battery pack is low on charge, the battery icon appears on the taskbar. You can display the Power Properties window by tapping the battery icon on the taskbar.
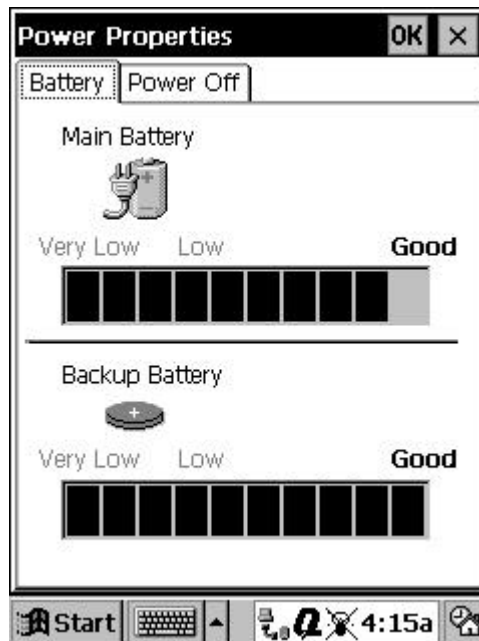
Power Properties (Battery Tab) Screen

The **Power Properties** window only shows the battery charge level if you are using the battery pack. If you have connected the AC adapter, the window shows the recharging status of the battery.

NOTE: If you have just powered on your Aero 1500 Series, or disconnected it from AC power, the battery gauge may appear blank. Wait a few moments before checking the battery pack charge.

Low Rechargeable Battery Indicators

When the charge level in the battery pack becomes low, the battery icon appears in the taskbar. The battery icon gives a graphic representation of the amount of charge remaining in the battery pack.

Icon	Meaning
	Main battery is low.
	Main battery is very low.
	External (AC) power source is connected and/or main battery is charging.

Note that when the charge level in the battery pack gets very low, an exclamation mark (!) appears beside the battery icon.

Shortly after the battery icon explanation mark appears, a warning message appears to explain that the device cannot continue operating because of insufficient battery charge, and the device shuts down.

NOTE: To save power, the backlight is automatically disabled when the exclamation mark (!) appears beside the battery icon.

Responding to a Low Battery Pack

When the battery icon appears in the task bar, be aware that the battery pack charge level is low. If you can't connect the AC adapter or install a spare charged battery pack, you may continue working but avoid using heavy power-consuming features such as the screen backlight or CompactFlash cards.

When the exclamation mark (!) appears beside the battery icon, save any unsaved data you are working on and turn off the device. Don't try to restart the device until you have connected to a power outlet using the AC adapter or you have replaced the discharged battery pack with a fully charged battery pack.

CHARGING THE BATTERY PACK

You can recharge the Aero 1500 Series battery pack by:

- Connecting the AC adapter directly to your device.

- Connecting the AC adapter to the cradle and docking the device into the cradle.

NOTE: There is no requirement to fully discharge the battery pack before recharging and there is no requirement to continue charging a battery pack until it is fully charged. If you purchase a replacement or a spare battery back, always give it a full charge the first time that you use it.

Connecting to External Power

1 Connect the device to a wall outlet ❶ using the AC adapter ❷. You can connect the DC connector ❸ from the AC adapter directly to the device,
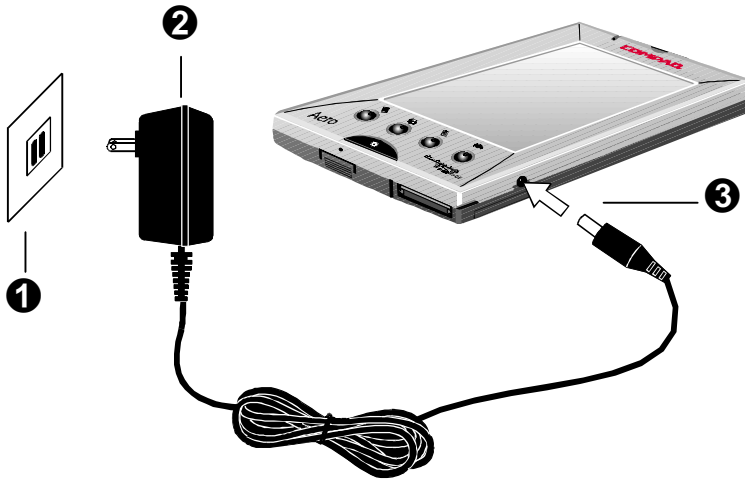
Charging the Battery Using the AC Adapter Directly

or, you can connect it to the desktop cradle and dock the device into the cradle.

Charging the Battery Using the Cradle

⚠️ **CAUTION**: Only use the Compaq Aero 1500/2100 Series AC adapter to connect to external power. If you do not, you may damage your Aero 1500.

⚠️ **WARNING**: Do not attempt to connect a second AC adapter to the device's DC jack if the device is already docked in a cradle that is connected to a wall outlet.

2 The amber battery charge light ❹ begins flashing to indicate that battery charging is underway. If the battery is completely discharged, the battery will receive a full charge in 2 to 3 hours. If you have turned on your device while the battery is charging, it might take up to 4 hours for the battery to receive a full charge.

Battery Charge Light

3 When the battery pack is fully charged, the battery charging light stops flashing and the amber LED remains on.

Useful Battery Life

The removable battery pack is rated to remain useful for at least 300 cycles of charging and discharging. Beyond this time, the battery will become less efficient and progressively begin to store less charge. When you notice that your battery begins to hold less charge, replace it with a new Compaq-approved battery pack.

Battery Disposal

Because of the type of batteries used in your Aero 1500 Series, follow local regulations regarding the safe disposal of batteries. Your Compaq vendor can advise you on local regulations, and/or the existence of any battery disposal programs in operation.

In North America, dispose of lithium-ion batteries by taking advantage of the Compaq battery recycling program. You will be provided with a postage-paid battery pack mailer preaddressed to a reclamation facility where the metals are recycled.

Batteries/battery packs and accumulators should not be disposed of together with the general household waste. In order to forward them to recycling or proper disposal, please use the public collection system or return them to Compaq, your authorized Compaq partners, or their agents.

Some important points to remember are:

- There is a danger of explosion and risk of personal injury if the battery is incorrectly replaced or mistreated.

- Do not attempt to disassemble the battery, immerse it in water or dispose of it in fire.

- Replace only with the battery designated for this product.

- Discard used batteries according to the manufacturer's instructions.

BACKUP BATTERY

The backup battery in your Aero 1500 Series is a coin-sized Lithium cell battery (CR2032). This battery maintains the integrity of the data stored in RAM memory whenever the main battery pack is fully discharged, or whenever the main battery pack is not installed in the device. The backup battery is installed in a compartment located on the right side of your device ❶.

Backup Battery Compartment

The backup battery is not rechargeable, but in normal use, it should have enough charge to last for a year or more. Follow the guidelines below to maintain the backup battery:

- Whenever the main battery pack is fully discharged, recharge it at the earliest opportunity.

- If you have two main battery packs, try to always keep a charged battery inside your Compaq Palm-size PC. When you exchange the battery packs, make sure the device is without a main battery pack for just a short period of time.

- If you will not be using your device for several days or more, first back up your data to your computer, then make sure that the battery pack is charged by keeping the device connected to AC power.

⚠ CAUTION: Failure to keep the main battery charged, or the Aero 1500 connected to AC power, can cause the backup battery to discharge and the eventual loss of data stored in RAM memory.

Low Backup Battery

When the backup battery becomes low, the backup battery icon appears in the taskbar.

Icon	Meaning
	Backup battery is low.
	Backup battery is very low.

Note that when the charge level in the battery pack gets very low, an exclamation mark (!) appears beside the battery icon. The Aero 1500 will also display a message to alert you. The message recurs periodically until you have replaced the backup battery.

When you see this message, obtain a new backup battery (CR2032) at your earliest convenience. In the interim period, be sure to make a full backup of the data held in your Aero 1500, and take steps to make sure that you avoid fully discharging the main battery pack.

Changing the Backup Battery

Change the backup battery in your Aero 1500 Series as follows:

1 Verify that the device is installed with a main battery pack with a charge rating of Low to Good.

2 Turn off the device and turn it over.

3 Use the tip of the stylus ❶ to press the recessed button on the back of the device adjacent to the backup battery compartment ❷. The cover is hinged at one end and will pop open.
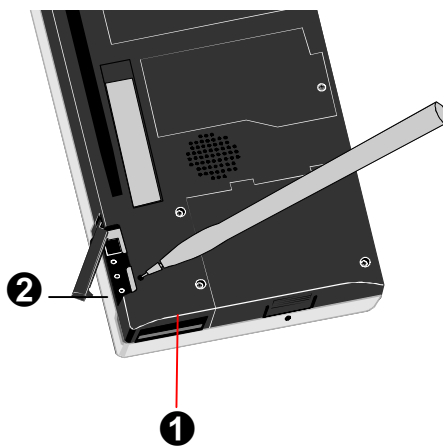
Opening the Backup Battery Compartment Cover

4 Remove the used backup battery from the backup battery
compartment. Insert the new battery ❸ into the compartment, taking
care that you correctly replace the battery. The positive terminal of the
battery faces upward (i.e., toward the back of the device), as shown on
the diagram inside the compartment.
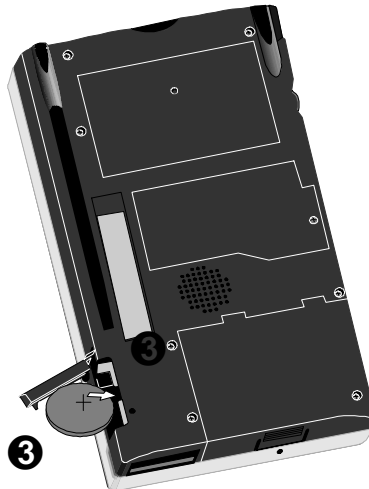
Inserting a Backup Battery

5 Close the battery compartment and restart your device.

⚠️ **WARNING:** Your device contains a coin-cell lithium battery powered Real-Time Clock circuit. There is a danger of explosion and risk of personal injury if the battery is incorrectly replaced or mistreated. Do not attempt to recharge the battery, disassemble it, or immerse it in water or dispose of it in fire. Replace only with the battery designated for this product. Discard used batteries according to the manufacturer's instructions.

CONSERVING BATTERY POWER

The many features of your Aero 1500 Series can consume quite a lot of energy. Some features, such as the screen backlight and CompactFlash cards, use more power than others. When running your system on battery power, turn off or refrain from using those features that use a lot of energy unless necessary.

Backlight

If you use the backlight, program the device to turn off the backlight whenever the system is idle for a short time. To learn how to set the backlight timer, see "**Adjusting the Backlight**" in Chapter 2.

After it has been turned off by the timer, the backlight will turn on again the next time you tap the screen with your stylus or press a button.

Display Contrast

For optimum battery performance set the Aero 1500's display contrast to the **higher contrast** (4-gray scale) setting.

To learn how to set the display contrast in the **QUtilities**, see "**Contrast**" in Chapter 4.

CompactFlash Cards

CompactFlash cards can consume quite a lot of power. If you don't need the services provided by an installed CompactFlash card, such as a fax/modem, consider removing the card while running the system on the battery pack.

Infrared Transmissions

Infrared transmissions are power consuming. If possible, refrain from transmitting large documents or files through the infrared port while you are using the system on battery power.

Active Synchronization

Synchronizing the data on your Aero 1500 Series with your desktop computer consumes power. Whenever possible, arrange your synchronization routine so that it is transmitted through the cradle while your system is powered by the AC adapter.

Automatic Power Off

You can program your Aero 1500 Series to automatically power off whenever it is idle for a short period. If you are running on battery power, it might help to conserve charge if you shorten the interval before the system automatically powers off.

■ Tap **Start**→**Settings**→**Power,** or **Q**→**Power**, then the **Power Off** tab. (Tap **Start**→**QLaunch** to make the **Q** icon appear on the taskbar.)

■ Use the battery drop down menu to set the idle interval before the system automatically powers off.

```
┌──────────────────────────────────────┐
│ Power Properties          OK  × │
│ ┌──────┬──────────┐                │
│ │Battery│Power Off │                │
│ │      └──────────┘                │
│  ╔══╗   Save battery power and      │
│  ║  ║   prevent unauthorized use (in│
│  ║  ║   conjunction with a password)│
│  ╚══╝   by having your device turn off│
│         when not in use.            │
│  ───────────────────────────────   │
│     On battery power, turn off device│
│     if idle for                     │
│     ┌─────────────┬───┐             │
│     │2 Minutes    │ ▼ │             │
│     └─────────────┴───┘             │
│   ☑ On external power, turn off device│
│     if idle for                     │
│     ┌─────────────┬───┐             │
│     │30 Minutes   │ ▼ │             │
│     └─────────────┴───┘             │
│                                      │
├──────────────────────────────────────┤
│ 🏠Start │⌨│▲│  ⅜ⓛ🗙4:16a  🔲 │
└──────────────────────────────────────┘
```
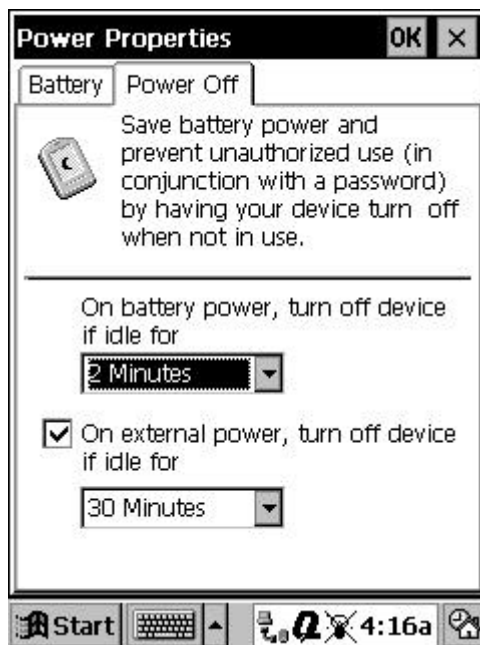
Setting the Power Off Timeout

NOTE: If you are playing an audio file on your Aero 1500 under battery power, the display will automatically turn off after 1 minute if there has been no input to the device. The display will turn back on once the audio file has finished playing. This power saving feature is not adjustable.

USING AC POWER

The AC adapter included with your Aero 1500 Series allows you to connect to AC power through a power outlet. While connected to AC power, the device does not use its internal battery pack. Instead, it automatically starts charging the internal battery pack. A plug icon appears in the status area of the taskbar to indicate that the device is connected to external power. When charging the battery, the battery charge light shows the battery charging status.

When the AC adapter is connected to the cradle, the cradle can act as a power source for your Aero 1500 Series, and charge the battery.

It is not necessary to turn off your Aero 1500 Series before connecting to AC power. The device automatically switches to AC power without interrupting operation.

See "**Charging the Battery Pack**" earlier in this chapter, for information on how to connect your Aero 1500 Series to a power outlet.

CAUTION: If you disconnect the external power while the batteries are very low, the device may shut down. Any unsaved data in RAM will be lost. You can restart the device by connecting to AC power or installing a charged battery.

RESETTING YOUR DEVICE

If your Aero 1500 Series locks up and stops responding due to a hardware or software malfunction, you may need to reset your device. Your device can be reset in two ways, depending on the situation. A *normal* reset does not affect data that has been saved in memory. A *full* reset erases memory contents and settings. Resetting your device does not affect the operating system.

Performing a Normal Reset

A normal reset restarts your device much like pressing **Ctrl+Alt+Del** restarts a computer.

To perform a normal reset:

❶ Save all work.

IMPORTANT: Do not turn off the device as the device must remain on in order to reset.

❷ Turn over the device.
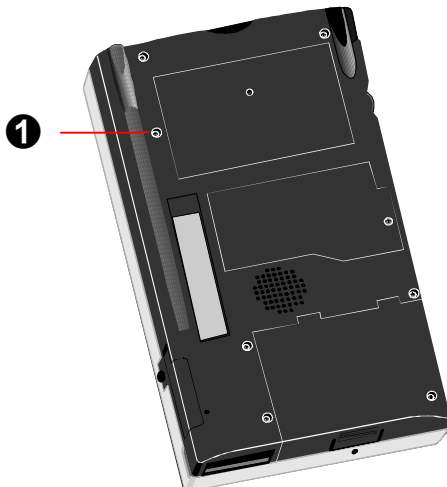
Reset Button

3 Use the tip of the stylus to press the reset button **❶**.

4 The device automatically restarts.

Performing a Full Reset

A full reset restarts your device and removes all information stored in RAM memory such as data files and system settings. Perform a full reset if a normal reset does not solve the system lockup or failure.

NOTE: If you have saved your data using one of the backup procedures, it is possible to restore your saved data after performing a full reset.

To perform a full reset:

1 Disconnect the device from the AC Adapter, if using external power.

2 Turn over the device.

3 Remove both the main battery and the backup battery.

4 Wait at least 1 minute, then replace the batteries.

5 Turn over the device, then press the power button to restart the device.

6 Run through the Setup Wizard again to reestablish your system and calibration settings.

chapter 4

SOFTWARE FUNCTIONS

This section provides information on using some of the applications that come preinstalled in your Compaq Aero 1500 Series. Other applications can be installed to your device's Random Access Memory (RAM). For instructions on installing applications, refer to ActiveSync Help on your desktop computer. For help using the preinstalled applications, read this section or refer to the online Help supplied with the applications.

This chapter describes the following features:

- **using the Asset Viewer**
- **using the QUtilities and Q Menu**
- **using the owner properties window**
- **setting notification alarms**
- **setting a password**
- **using the File Explorer**

USING THE ASSET VIEWER

This program provides information specific to your Aero 1500 Series, such as model number, serial number, and memory size. It also shows your personal information that you have entered in the **Owner Properties** window in **Settings**. This information is useful when making a technical support call and to give system administrators the data needed to understand their inventory.

To use the **Asset Viewer**, tap **Start➔Settings➔Asset Viewer**.

A screen appears similar to the one below. By selecting a topic from the drop down menu, you can quickly review the current setup of your device.
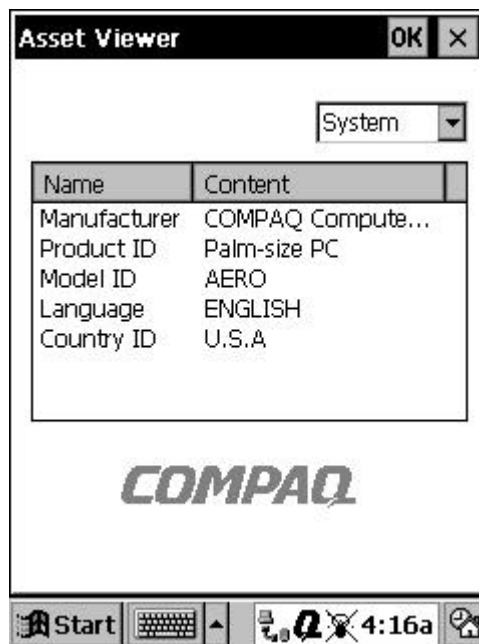
Asset Viewer Screen

The drop down menu has the following 5 categories: Identity, Memory, Version, Display, and System. Each category shows a certain amount of information in the box below.

USING THE QUTILITIES AND Q MENU

Customizing your Aero 1500 Series is both convenient and easy when you use the **Q Menu** and the **QUtilities**. The **Q Menu** and **QUtilities** let you quickly access several important setting controls. The **Q Menu** also lets you switch between, or close, open applications.

The **QUtilities** are located on the **Q Menu**.

■ Tap the **Q** icon on the taskbar to access the **Q Menu**.

■ If you want to remove the **Q** icon from your taskbar, tap **Q→Exit**. To restore the **Q** icon, tap **Start→QLaunch**.

■ To change which items appear on the **Q Menu**, tap **Q→QUtilities** and select the **Q Menu** tab. Any items that you select will appear on the **Q Menu**.
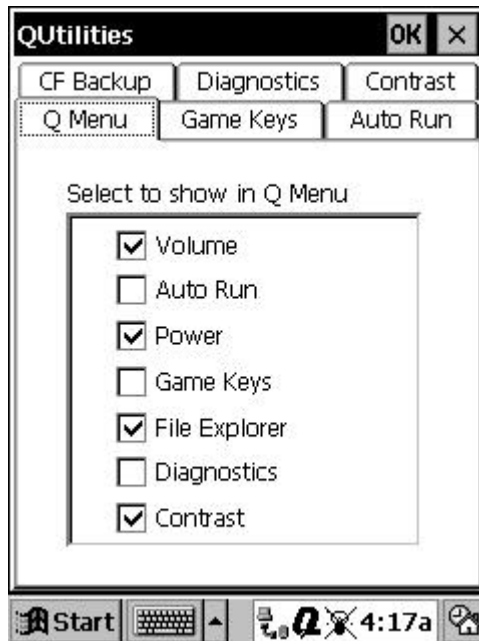
Q Menu Tab in QUtilities

Task Management

The **Q Menu** includes three options that allow you to close or switch among tasks on your Aero 1500:

◼ To close the program that is currently active, tap **Close active task**.

◼ To close all the open programs on your device, tap **Close all tasks**.

NOTE: When you close a task, all unsaved data in that task is lost.

◼ Below these two options is a list of running tasks. To switch among running tasks, tap the name of the task you want to go to.

```
┌──────────────────────┐
│   Close active task   │
│   Close all tasks     │
│──────────────────────│
│  AudiblePlayer 1.0    │
│  Calendar             │
│  Tasks                │
│══════════════════════│
│  Volume               │
│  Power                │
│  File Explorer        │
│  Contrast             │
│══════════════════════│
│  QUtilities           │
│  Backlight          ▶ │
│──────────────────────│
│  Exit                 │
└──────────────────────┘
```

Start | ⌨ ▲ | ⏱ 🔊 ✕ 4:17a | 🔄
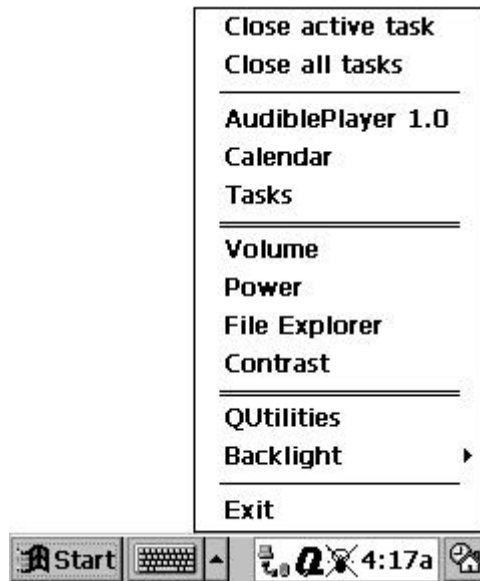
Q Menu

Controlling Volume

You can record and play wavefiles using the internal audio features on your Aero 1500 Series. The **Volume** utility provides an easy way to adjust the volume of your device.

■ Tap **Q→Volume**. Then simply adjust the volume level on the slider.

■ Tap **OK** to save the new setting and close the window.
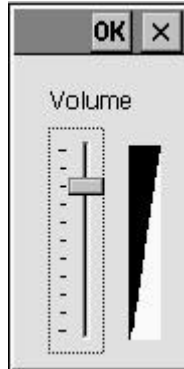
Volume Slider

Power

The **Power** utility on the **Q Menu** includes both a battery gauge and a timer allowing you to power off the device when it is idle. To access it, tap **Q→Power**. On the **Battery** tab, you can check on the status of your main and backup batteries:

■ The gauges indicate the charge level of the main battery and backup battery.

■ The main battery icon indicates whether the device is connected to external power and the main battery is charging.

For more information, see "**Checking the Battery Pack Charge**" in Chapter 3.

The **Power Off** tab contains an auto-suspend feature that allows you to save energy, which can extend your battery life. The timeout powers off your device after it has been idle for a predetermined amount of time. To adjust the timeout feature:

- ■ Use the drop-down menus to set the length of idle time before the device powers off when your device is running on battery power and external power.

- ■ If you want to deactivate the external power timeout, click on the check box to uncheck it.

For more information, see "**Conserving Battery Power**" in Chapter 3.

File Explorer

The **File Explorer** on the **Q Menu** lets you navigate and organize your files as well as browse shared network resources and connect to those resources. To access the **File Explorer**, tap **Q→File Explorer**.

For more information, see "**Using File Explorer**" later this chapter.

Contrast

The **Contrast** utility on the **Q Menu** allows you to adjust the display contrast of your Aero 1500 for easy viewing in any lighting environment. To adjust the display contrast:

- ■ Tap **Q→Contrast**. Adjust the slider until the contrast is suitable, then tap **OK**.

The **Contrast** utility also lets you optimize the screen for higher picture quality, or higher contrast. **Higher picture quality** sets the display to 16-gray scale while **Higher contrast** sets the display to 4-gray scale and maximizes battery performance. To change this setting:

1 Save all unsaved data.

2 Tap **Q→Contrast**. Select **Higher picture quality** or **Higher contrast**, then tap **OK**.

3 Tap **Reset** for the new setting to take effect.
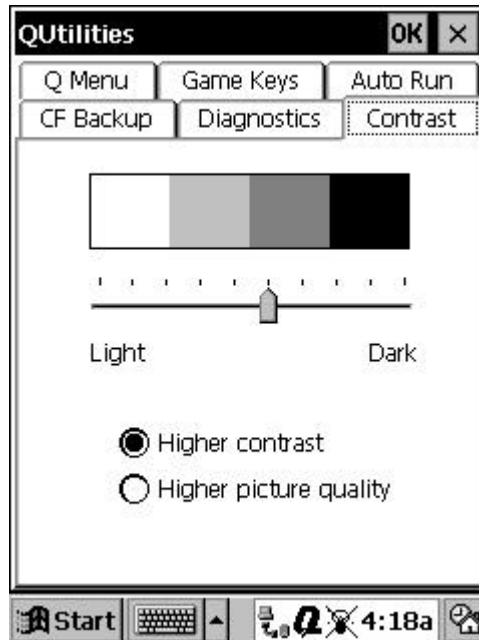
Contrast Tab

Backlight

You can turn on and off the backlight, set the backlight mode, and adjust the backlight timeout setting using the **Backlight** option on the **Q Menu**. To access it, tap **Q→Backlight**.

For more information, see "**Adjusting the Backlight**" in Chapter 2.

Auto Run

The **Auto Run** feature in **QUtilities** allows specialized programs stored on a CompactFlash card to begin running automatically as soon as the card is inserted.

■ You can disable this function by tapping **Q**→**QUtilities**→**Auto Run**→**Disable**, then tapping **OK**.

■ You can also manually run a specialized program stored on an inserted CF card. On the **Auto Run** tab, tap **Restart**.

For more information, see Chapter 12, "**CompactFlash Cards**."
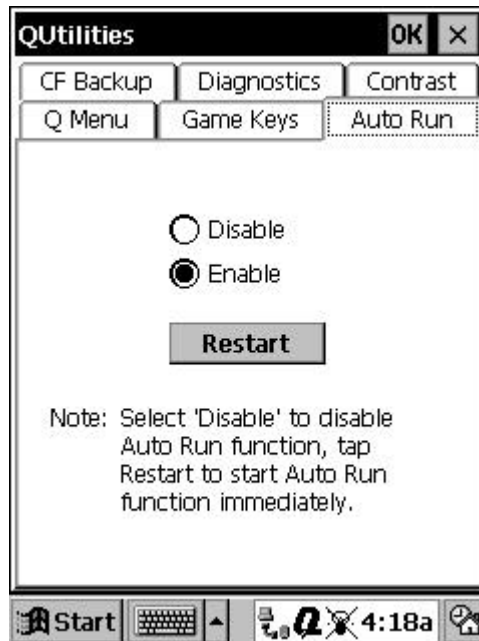
Auto Run Tab

Diagnostics

The **Diagnostics** utility within **QUtilities** activates a debugging and system diagnostic tool. Use this tool to verify any problems that you may have experienced on your device.

1 Before running the diagnostics tool, close all open programs by tapping **Q→Close all tasks**.

2 If you have enabled password protection at power-on, disable this by tapping **Start→Settings→Password**. Enter your password, then deselect the **Enable password** check box.

3 If you have enabled display owner identification at power-on, disable this by tapping **Start→Settings→Owner**. Deselect the **Display owner identification** check box.

4 Tap **Q→QUtilities→Diagnostics** tab.
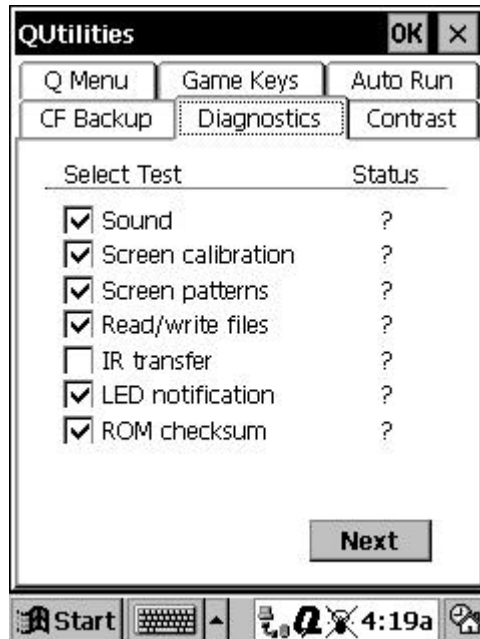
Diagnostics Tab

5 Tap the check boxes to select the items you want to test, then tap **Next**.

NOTE: The "IR transfer" test item is an internal infrared functionality test. You do not need to set up another IR device to test this item.

6 Tap **Start**. The device will reset (unless you have disabled this option), and the test will start automatically. Follow the instructions to complete the test.

NOTE: When **Diagnostics** finishes running, it displays the result of each test item. You can also choose to save the results as a log file. This is stored in **My Documents** on your device.

7 Reset your password and owner identification settings.

To read the Diagnostics log file on your Compaq Aero 1500 Series, follow these steps:

1 In **Note Taker**, tap **Tools→Options→File** tab**.**

2 Select **Show all file types**. Tap **OK**.

3 Double tap on the **DIAGNOSTICS** file.

To read the diagnostics log file on your desktop PC, follow these steps:

1 Connect your device to your desktop PC, then use ActiveSync to copy the file from **My Documents** on your device, to your desktop PC.

2 On your desktop PC, open the **DIAGNOSTICS.log** file in **WordPad**.

CF Backup/Restore

The **CF Backup** utility in the **QUtilities** lets you back up and restore data using a CompactFlash storage card. To access it, tap **Q→QUtilities→CF Backup** tab.

For more information, see Chapter 5, "**Backup and Restore**."

Game Keys

The **Game Keys** feature in the **QUtilities** lets you play your favorite game applications with ease on the Aero 1500. This feature switches the program buttons to directional controls, letting you move up, down, left, and right within a game.

■ To use the program buttons as directional controls, tap **Q→QUtilities**, select the **Game Keys** tab, then select **Enable**. There is no need to reset your device after enabling or disabling the **Game Keys** feature.

■ When the **Game Keys** are enabled, an arrow icon appears on the taskbar. You can quickly disable the **Game Keys** by tapping the arrow icon then tapping **Disable**.

The buttons are reprogrammed as illustrated below:
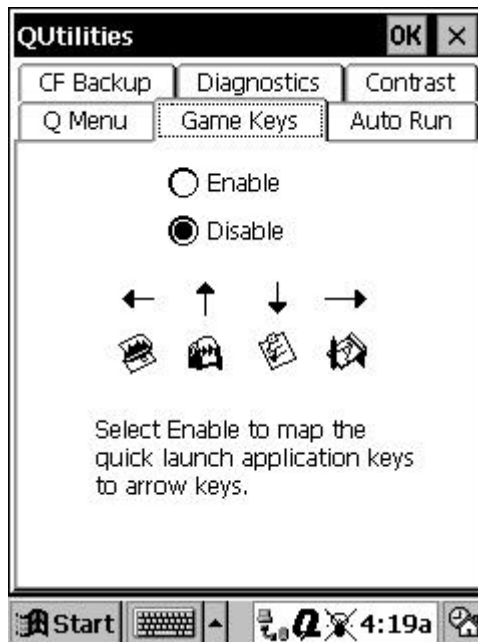
Game Keys Tab

USING THE OWNER PROPERTIES WINDOW

The **Owner Properties** window allows you to display personal identification information on the **Active Desktop** and in **Asset Viewer**. To enter your information in the **Owner Properties** window, follow these steps:

1 Tap **Start**➔**Settings**➔**Owner**.

2 Type the requested information in each box.

3 To view this information as a welcome screen every time you start the device, select the **Display owner identification** box at the bottom of the screen. You can adjust your owner information by tapping on this welcome screen.

SETTING NOTIFICATION ALARMS

You can set up notification alarms on your Aero 1500 Series. The device alerts you of important appointments or reminders with the following alarms:

■ Flashing green alarm light on the top of the device.

■ Pop-up message on the display.

■ Audio alarm

You can choose the manner to be notified for each particular appointment or reminder. When you set an alarm, tap the alarm icon to set the **Notification Options**.

You can install an alarm using the following three applications: the **World Clock**, **Calendar** and **Tasks**. An alarm set in the **World Clock** recurs on a daily basis. An alarm set in the **Calendar** or **Tasks** occurs once on a given date and time.

Setting an Alarm in Calendar

To set an alarm for an event in your **Calendar**, add the calendar entry you want to be reminded of, and set the alarm by checking the **Remind me** box. You can set the alarm properties by tapping on the alarm icon, then tapping the **Reminder Options** button. For more information on setting an alarm through the **Calendar**, see the Help installed on the device.

Appointment Screen

Setting an Alarm in World Clock

To set a general alarm, tap **Start→Settings→World Clock**, then tap the
Alarms tab. Use the drop down menus to set the alarm, then tap the
Alarm Clock icon on the right side of the menu to set the **Notification
Options**.
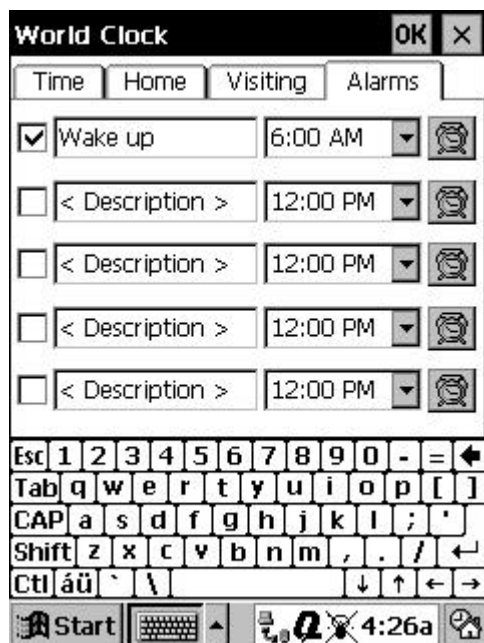
World Clock (Alarms Tab) Screen

SETTING A PASSWORD

To help protect against unauthorized use of your Aero 1500 Series, password security is provided. For immediate protection, Compaq recommends setting up the password security through the **Password** utility in the **Settings** of your device as soon as possible. If set, your login password must be entered to access Windows CE. This occurs each time that you turn on your device.

> **CAUTION**: Choose a password that's easy to remember. If you forget it, you must perform a full reset to use your device again. A full reset restarts your device and removes all information that was stored in memory, such as your data files and your system settings.

To set your login password, follow these steps:

1. On your device, tap **Start➔Settings➔Password**.

2. If a password has been previously set, the **Enter Password** dialog appears. Enter the password and tap the **OK** button. This gives you access to the rest of the **Password** application. This step is necessary only if a password has been previously set.

3. To set a new password or change an existing password, type the new password into the **Password** box, then into the **Confirm** box.

4. Enable the login password by checking the **Enable password protection at power-on** box. This causes a password prompt to appear each time you turn on the device.

5. Save your new settings by tapping **OK**.

Your login password is now set. The login password screen appears each time you turn on your device.

USING FILE EXPLORER

Use **File Explorer** to navigate among and manage the files stored on your Aero 1500 Series.

◼ To access the **File Explorer**, tap **Q➔File Explorer**. (If the **Q** icon does not appear on the taskbar, tap **Start➔QLaunch**.)

A split screen will appear. The top half of the screen contains a complete hierarchical list of all the folders on your device. The bottom half of the screen contains a list of the items contained within the folder that is selected in the top half of the screen.
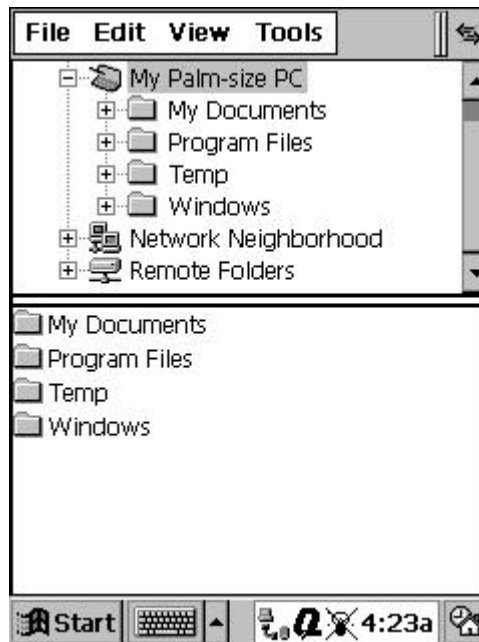
File Explorer Screen

To make either half of the screen larger, use your stylus to tap and drag the divider up or down.

To change the appearance of the lists, use the options provided in the **View** menu. Selecting the **Details** option in the **View** menu allows you to view information about highlighted items, such as file size, file type, and the date the file was last modified.

Navigating among Your Files

You can navigate among the folders and files on your Aero 1500.

- In the top half of the screen, tap the plus sign (+) to the left of the folder's name to open a folder. When the folder is open, you can view its contents in the bottom half of the screen. Tap the minus sign (-) to the left of the folder's name to close the folder.

- In the bottom half of the screen, you can double-tap a folder's name to view its contents. Double-tap a file's name to open that file.

Organizing Your Files

Use the **File** and **Edit** menus to organize the folders and files on your device.

In the **File** menu, you can:

- Create a new folder or shortcut.

- Open, delete, rename, or view the properties of a highlighted folder or file. (Tap the item's name to highlight it.)

In the **Edit** menu, you can:

- Cut, copy, or paste a highlighted item. (Tap the item's name to highlight it.)

- Paste a shortcut.

- Select all the items displayed in the bottom half of the screen.

Managing a Network Connection

The **File Explorer** is also useful if your Aero 1500 is connected to a network via your desktop computer. **File Explorer** allows you to browse shared network resources and connect to those resources provided you have the rights to do so.

■ You must have established a network connection by either dial-up or LAN card. You must have pre-configured RAS on the desktop to allow RAS clients to access the entire network. For more information see "**Connecting to a Network**" in Chapter 15, and ActiveSync Help on your desktop PC.

■ To browse the network, use **Network Neighborhood** in the top pane.

You can use the **Tools** menu to configure, map, or disconnect your network connection, or to find an individual computer on the network.

■ To map a network connection, tap **Tools→Map Network Connection**.

The mapped connections are visible under **Remote Folders** in the top pane. Mapped network connections are restored the next time a new network connection is made when **File Explorer** is running.

chapter 5

BACKUP AND RESTORE

The Aero 1500 Series stores your personal information, data you have
entered, and third-party applications you have installed, in the device's
RAM (random access memory). However, a power loss or other
disruption of power can cause your data to be lost. You can back up and
restore your device's data using the following utilities:

■ **ActiveSync Backup/Restore**. Use this ActiveSync utility to
periodically back up your device's data onto your desktop computer's
hard drive. You can manually back up data or set this utility to back
up automatically each time you connect to your Palm-size PC. For
more information, see ActiveSync Help on your desktop PC.

■ **CF Backup/Restore**. This utility, preinstalled on your Aero 1500
Series, lets you back up and restore your entire Palm-size PC memory
contents to a CompactFlash storage card (purchased separately). You
can then carry a CompactFlash card–based copy of your data with you
at all times for quick retrieval.

NOTE: To avoid losing your data in the event that your Palm-size PC is
lost, stolen, or becomes defective, Compaq recommends periodic backups
to the desktop computer or a CompactFlash card. Depending on your
usage, you may want to perform a backup as often as once a day.

This chapter describes the following features:

■ **using CF Backup/Restore**
■ **backing up data to a CF card**
■ **restoring data from a CF card**

USING CF BACKUP/RESTORE

Use **CF Backup/Restore** to save the entire contents of your Aero 1500 Series memory to a CompactFlash storage card (purchased separately), which can be carried everywhere your device goes for easy retrieval while on the road.

NOTE: These utilities are designed for use with CompactFlash storage cards that are approved by Microsoft as Windows CE 2.0 compatible. You should use a card at least as big as your device's RAM (Random Access Memory) size, e.g., 16 or 24 MB. For information on ordering a Compaq CompactFlash storage card, see the *Accessories Information* flier included in the shipping box. For a list of other Compaq-tested CompactFlash cards, visit the Compaq Aero 1500 Series home page at **www.compaq.com/products**.

BACKING UP DATA TO A CF CARD

Each time you use the **CF Backup** utility, your data files, databases, preferences, Windows CE system data, and applications are copied to the CompactFlash storage card. The subdirectories on your Aero 1500 Series are also duplicated on the storage card.

To perform a backup:

1. Connect to external power or verify that you have good batteries in your device.

2. Insert the CompactFlash storage card into the card slot on your device, as described in "**Inserting a CompactFlash Card**" in Chapter 12.

3. Close all active programs before proceeding. Tap **Q→Close all tasks.**

4. Tap **Q→QUtilities→CF Backup** tab. Tap **Backup**.

5 The screen displays a list of all the items that will be backed up, so it is easy to identify the data and size that is saved to the CompactFlash storage card.

```
CF Backup/Restore Utility    OK  ×

 Backup | Restore

   * Calendar (1.43 KB)
   * Channels (10.07 KB)
   * Contacts (0.11 KB)
   * Inbox (0.48 KB)
   * Note Taker (9.38 KB)
   * Tasks (0.50 KB)
   * Voice Recorder (0.00 KB)
   * Settings (76.85 KB)
   * System Programs (84.09 KB)
  Total :  182.95 KB

 48%  [          ]        Start

  Start  |       | ▲ |    6:42a
```
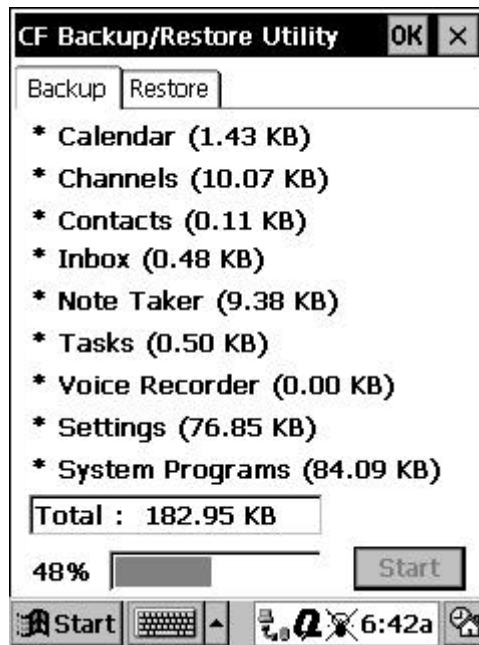
CF Backup/Restore Utility (Backup Tab) Screen

6 Tap the **Start** button to begin the backup process. A status bar reports the data activity until the function is complete.

7 When backup is complete, remove the CompactFlash storage card and keep it close for easy retrieval.

RESTORING DATA FROM A CF CARD

To restore a backup onto your Aero 1500 Series:

1 Turn on the device and insert the CompactFlash storage card into the card slot.

2 Close all active programs before proceeding. Tap **Q➔Close all tasks**.

3 Tap **Q➔QUtilities➔CF Backup** tab.

4 Tap **Restore**.

5 Tap the **Start** button to begin the restore process. A status bar reports the data activity until the function is complete.

6 When the restore process is complete, press the reset button to restart your device.
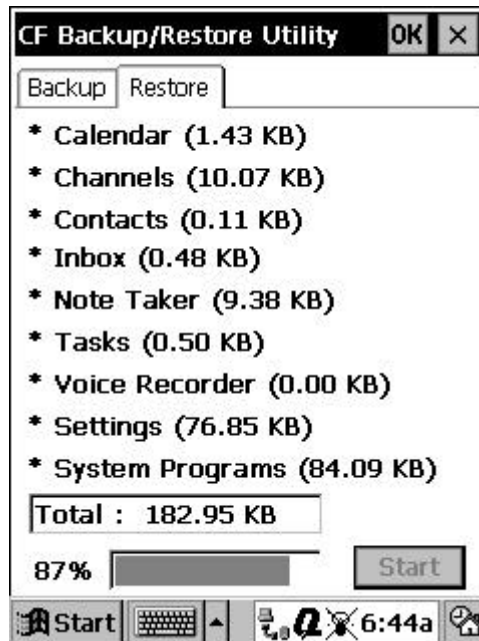
CF Backup/Restore Utility (Restore Tab) Screen

chapter 6

POCKET OUTLOOK

The Microsoft Pocket Outlook program includes **Calendar**, **Contacts**, **Tasks**, and **Inbox**. Using ActiveSync, you can synchronize information in Microsoft Outlook, Microsoft Schedule+, or Microsoft Exchange on your desktop computer with your device. Each time you synchronize, ActiveSync compares the changes you made on your device and desktop computer and updates both computers. For more information on synchronization, see ActiveSync Help on your desktop computer.

Calendar, **Contacts**, and **Tasks** have a card view and a list view. The card view is where you enter or view the details for each entry. The list view is where you view all entries. With **Inbox**, you can send and receive e-mail messages through synchronization with either Outlook or Exchange on your desktop computer, or by connecting directly to your mail server through an ISP or network account.

You can switch to these programs at any time by tapping them on the **Start** menu. **Calendar**, **Contacts**, and **Tasks** can also be started by using the program buttons.

NOTE: More information on the procedures described in this chapter, as well as information on additional procedures, can be found in online Help on the device. Tap **Start→Help**, then the item on which you want information.

This chapter describes the following features:

- **program buttons**
- **Calendar application**
- **Contacts**
- **Tasks**
- **Inbox**
- **using Inbox with a remote connection**

PROGRAM BUTTONS

The four program buttons are located just below the screen on your Aero 1500 Series. The program buttons act as shortcuts to frequently used applications so that you can start the application without selecting from the **Start** menu.

NOTE: When a program button shortcuts to an application that has a list view and a card view (such as **Contacts** or **Calendar**) you can create a new card by holding the program button down for a few seconds.

Icons are inscribed beside the program buttons ❶ to indicate the application that can be started by each of the buttons.

Program Buttons

Program Button	Description
	Opens the Calendar application.
	Opens the Contacts application.
	Opens the Tasks application.
	Opens the Note Taker application.

Changing the Program Button Shortcuts

You can change the shortcuts of the program buttons so that they open different applications.

1 Tap on **Start**→**Settings**→**Buttons**.

2 In the **Button Properties** screen, tap the **Program** tab.

3 Highlight the button that you want to change by tapping with the stylus. Use the icons to identify the buttons numbered 1 to 5. Note that you can also change the shortcut of the **Voice Recorder** button.

4 In the **Button Assignment** drop down menu, select the new application that you want to be associated with the highlighted button by tapping it with the stylus.

5 Tap the **OK** button to close the **Button Properties** screen.

NOTE: The **Game Keys** feature in the **QUtilities** lets you switch the four program buttons to directional controls. For more information, see "**Game Keys**" in Chapter 4.

CALENDAR APPLICATION

Use **Calendar** to schedule appointments, meetings, and other events. Check your appointments in one of several views (Day, Week, Month, Year, and Agenda). Switch among the views by tapping the corresponding command bar button.

NOTE: You can display current appointments on your **Active Desktop**. Tap **Start→Settings→Display→Active Desktop**, then select **Appointments**.
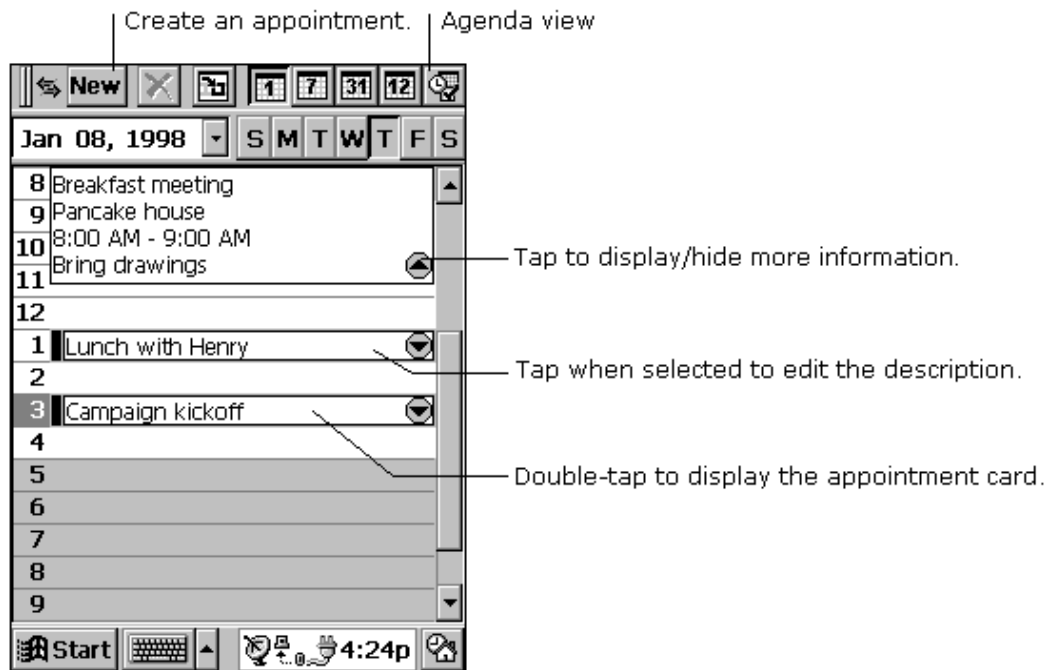
Calendar Screen

Enter the details for an appointment on the appointment card.

NOTE: You can quickly display a new appointment card by pressing and holding the **Calendar** program button.

Save information.

Appointment	OK	×

Campaign kickoff

Room 345

Thu 1 / 8 /1998   3:00 PM

Thu 1 / 8 /1998   4:00 PM

Enter a date or tap to choose a date from the Date Navigator.

This item occurs once.

Tap here to add notes...

Create a meeting.

Show time as: Busy

☐ Private   ☐ All day event

☑ Remind me

Start ⌨ ▲ ☎ 4:20p

Appointment Screen

If you need to schedule a meeting with people who use Outlook, Pocket Outlook, or Schedule+, you can use **Calendar** to schedule the meeting. When attendees receive a meeting request, they can accept or decline the meeting. If they accept, the meeting is automatically added to their schedule. In addition, their response is automatically sent back to you, and your calendar is updated the next time you connect to your mail server or synchronize with your desktop computer.

Before you can send a meeting request, enter e-mail addresses in **Contacts** and set up **Inbox** to send and receive messages.

To create a meeting request:

1 Tap **Tools→Options**, then select a mail transport. If you send and receive messages using synchronization, select **Windows CE Inbox Services**. If you connect to an ISP or network, select the service you set up in **Inbox**.

2 Tap **File** then **Make Meeting**.

3 Enter the meeting information.

4 Select the contacts you want to invite.

5 Select other desired options then tap **OK**.

Inbox automatically creates a meeting request and sends it to the attendees the next time you connect to your mail server or synchronize with your desktop computer.

NOTE: Your device reminds you about your appointments and meetings by sounding an alarm, flashing the notification light, or displaying a message on the screen. To change how you are notified, tap **Tools→Options**. Tap the **Alarm** button, then **Reminder Options**.

CONTACTS

Contacts maintains a list of your friends and colleagues so that you can easily find the information you're looking for, whether you're at home or on the road. Using the IR port of the Aero 1500 Series, you can also quickly share **Contacts** information with other Windows CE-based mobile device users.

NOTE: You can quickly create a contact card by pressing and holding the **Contacts** program button.

Create a contact.

Tap and enter a name to find it in the list.

Double-tap to display the contact card.
Tap to view information in the preview pane.
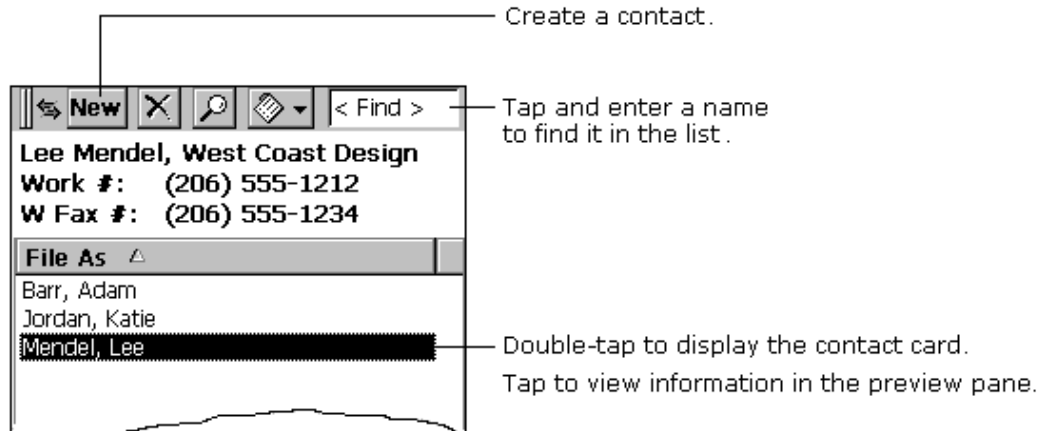
Contacts Screen

Enter the details for a contact on the contact card. You can enter both business and personal information.

NOTE: To change the type of information that appears in your list, tap **Tools→Customize Columns**.

Categories

Personal

Business

E-mail addresses appear in the Address Book in Inbox.

Enter information in more fields.
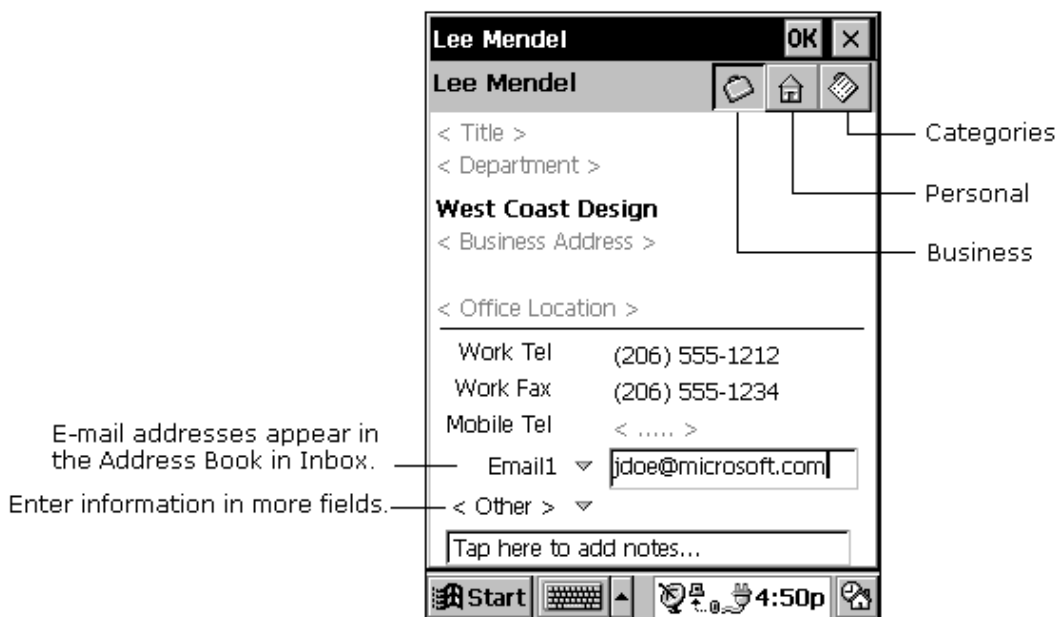
Contact Details Screen

TASKS

Use **Tasks** to keep track of what tasks you have to perform. Overdue tasks are displayed in red.

Filter the list by category.

Indicates high priority.
Mark completed.

Double-tap to display the task card.
Tap when selected to edit the description.
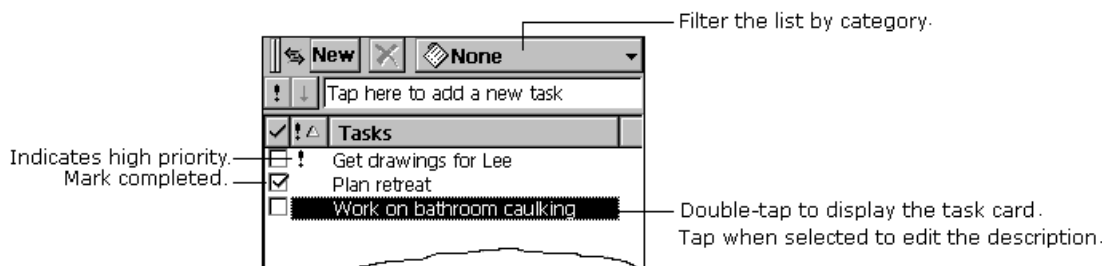
Tasks Screen

Enter the details for a task on the task card. You can assign a task to a category, and if you associate a date with a task, you can set a reminder for it.

Show the category list.

Set a reminder for tasks with a start date.
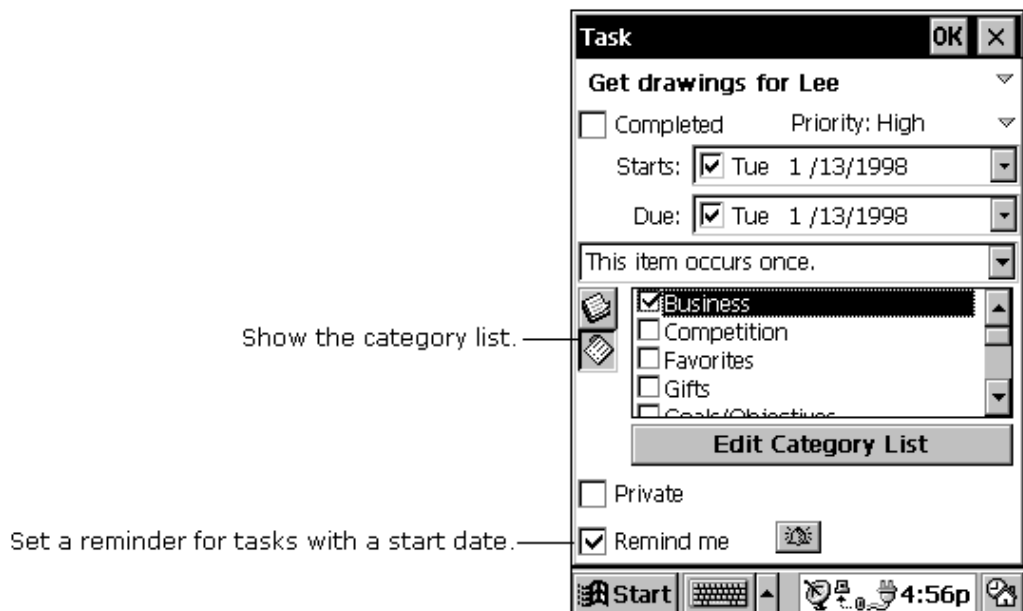
Task Details Screen

All active tasks (tasks that have a start date before the current date and are not marked completed) are displayed in the **Active Tasks** box in the **Agenda** view of **Calendar**.

INBOX

Use **Inbox** to send and receive e-mail messages by:

■ Synchronizing messages with Microsoft Exchange or Microsoft Outlook on your desktop computer.

■ Sending and receiving messages using a dial-up connection to an ISP or a network.

Synchronize Messages

E-mail messages can be synchronized as part of the general synchronization process. During synchronization:

■ Messages are copied from the **Inbox** folder of Exchange or Outlook on your desktop computer to the Inbox folder on your device. The messages on the two computers are linked, so when you delete a message on your device, it's deleted from your desktop computer as well the next time you synchronize.

■ Messages in the **Outbox** folder on your device are transferred to Exchange or Outlook, then sent from those programs.

Features available on your desktop computer, such as scheduling meetings and selective downloading of file attachments, are also available on your device.

By default, e-mail synchronization is disabled. To enable e-mail synchronization, see ActiveSync Help on your desktop computer.

Send e-mail remotely

In addition to exchanging e-mail messages with your desktop computer, you can send and receive mail from a remote mail server by setting up an e-mail account with an Internet service provider (ISP).

NOTE: If you are setting up an ISP, the ISP must use a POP3 mail server and an SMTP mail gateway.

You need a modem for your device for dial-up connections. You also need to set up the remote connection on your device using the **Connections** program.

Set up remote mail

You can use multiple mail services to receive your mail. For each mail service you intend to use, first set up and name the mail service. If you use the same service to connect to different mailboxes, set up and name each mailbox connection.

In **Inbox** on your device, tap **Compose→Options**, the **Services** tab, then the **Add** button. A setup wizard guides you through the steps.

Inbox Options Screen

The software for creating an ISP connection is already installed on your device.

For more information on working with **Inbox** remotely, see Chapter 15, "**Getting Connected Remotely**."

USING INBOX WITH A REMOTE CONNECTION

The mail that you receive using a dial-up connection appears in the **Inbox** folder on your device, together with the mail you synchronize with your desktop computer. Messages that you receive remotely are linked to your mail server rather than your desktop computer.

You can work online, which means that you read and respond to messages while connected to the server. Messages are sent as soon as you tap **Send**, which saves space on your device.

You can also work offline. Once you've downloaded new message headers or partial messages, you can disconnect from the server then decide which messages to download completely. The next time you connect, **Inbox** downloads the complete messages you've marked for retrieval and sends the messages you've composed.

Receive messages

When you receive a message, double-tap it to open it.

Reply to or forward the message.

See a list of attachments.
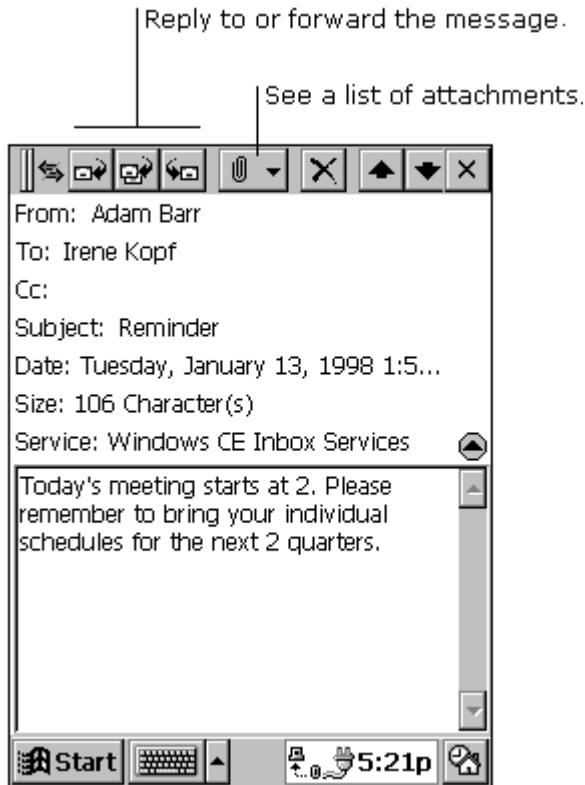
Inbox Message Screen

When you connect to your Internet mail service, by default **Inbox** downloads only the first 100 lines of each new message to the **Inbox** folder. No mail attachments are downloaded. When you synchronize with your desktop computer, only the first 50 lines of each new message are downloaded. The original messages remain on the mail server or your desktop computer.

You can mark the messages that you want to retrieve in their entirety the next time you synchronize or connect to your mail service. Select the message, tap **Service→Retrieve Full Copy**. The icons in the **Inbox** message list give you visual indications of message status.
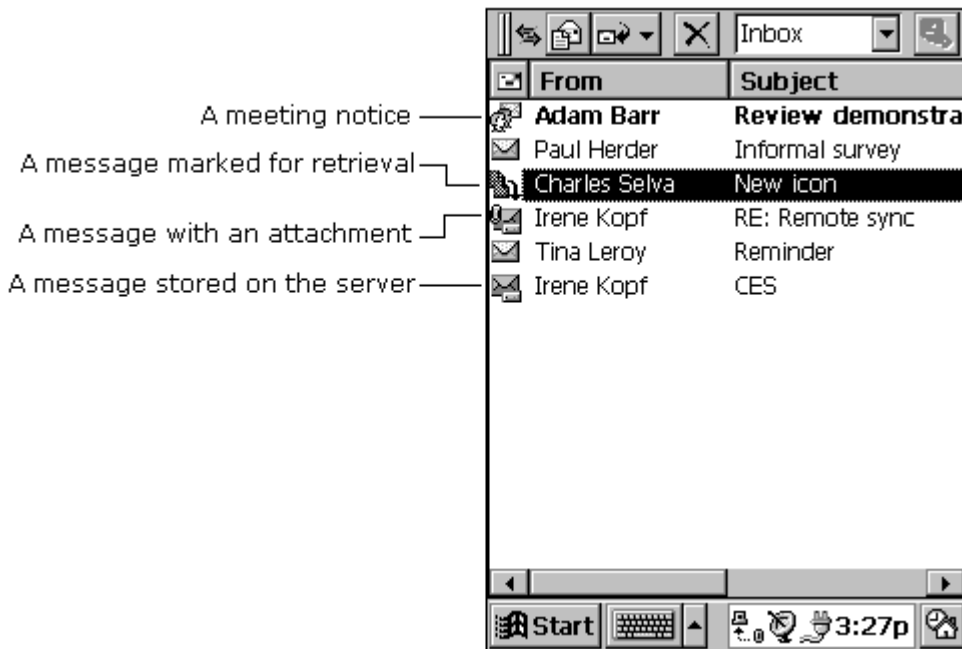
Inbox Screen

You specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time.

- To change **Inbox** delivery options for mail synchronization, see ActiveSync Help on your desktop computer.

- To change **Inbox** delivery options for remote mail, in Inbox on your device, tap **Service** then the service name. Then tap **Service** again and tap **Properties**.

You'll need to download a full message before you can view its attachments.

Microsoft Exchange users can use **Inbox** to schedule meetings remotely. Your network administrator must enable Microsoft rich text support for any accounts that are accessed by mobile device users.

To process meeting requests, download the complete message, either by marking specific messages for downloading or by choosing to download all messages completely during the service setup. In addition, make sure to enable the **Meeting Requests** option during the service setup.

Send messages

To compose a new message, tap the **New Message** button on the toolbar. You can enter an e-mail address in the **To** box, or select a name from the **Address Book**. All e-mail addresses entered in the e-mail fields in **Contacts** appear in the **Address Book**.

To send your message, tap **File→Send**. Messages are placed in your **Outbox** folder on your device and are delivered to their destination in one of the following two ways:

- They are transferred to the Outbox folder in Exchange or Outlook on your desktop computer the next time you synchronize.

- They are transmitted to your mail server the next time you connect remotely. In **Inbox**, make sure the appropriate service is selected on the **Service** menu. Then tap **Connect**.

To: stephanie@microsoft.com
Cc: < ... >
Bcc: < ... >
Subject: < ... >
Size: 26 Character(s)
Replies: < ... >
Service: Windows CE Inbox Servi...

How are the plans for the |

Tap to display or hide
the complete header.
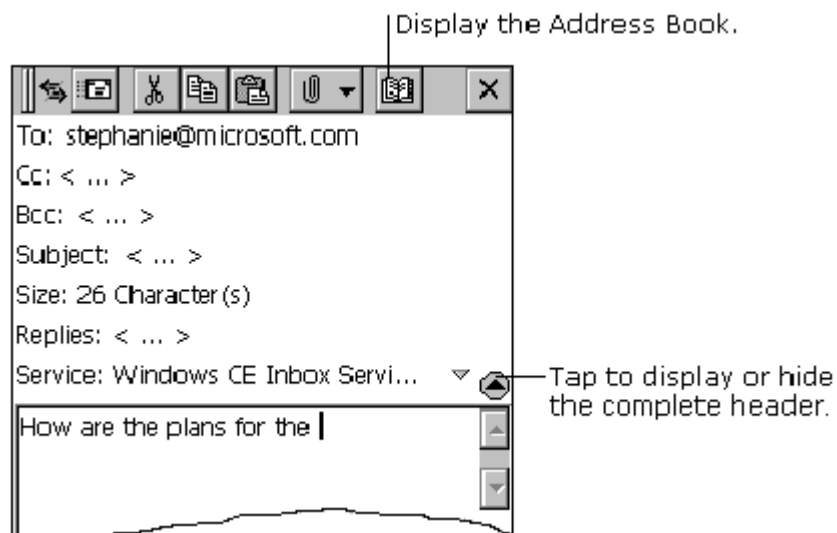
Inbox New Message Screen

chapter 7

VOICE RECORDER

Voice Recorder is a program for quickly capturing your ideas and thoughts, reminders, and phone numbers. Use it in the way that's most convenient for you by using the hardware buttons on your device or using the buttons on your screen.

NOTE: More information on the procedures described in this topic, as well as information on additional procedures, can be found in online Help on the device. Select **Start→Help**, then the program on which you want information.

This chapter describes the following features:

- **using the hardware buttons**
- **using the screen buttons**
- **settings and organization**

USING THE HARDWARE BUTTONS

You can use the buttons on your device to record and play recordings using only one hand.

Item	Component	Function
❶	Voice Recorder button	Press and hold the **Voice Recorder** button to record. Release to stop recording.
❷	Action button	Press the **Action** button to play. Press again to pause. Press once more to resume.

Voice Recorder Hardware Buttons

Make a recording

To	Do this
Record	Press and hold the **Voice Recorder** program button. You'll hear one beep when it's ready to record.
Stop recording	Release the **Voice Recorder** program button. You'll hear two beeps when recording stops.

Play a recording

To	Do this
Play	While the recorded file is selected, press the **Action** button.
Pause/Resume	Press the **Action** button.
Stop	Press the **Exit** button (returns to the beginning of the recording).
Play all	Press the **Action** button twice (plays all messages in the list).

NOTE: If you are playing a recording on your Aero 1500 under battery power, the display will automatically turn off after 1 minute if there has been no input to the device. The display will turn back on once the audio file has finished playing.

Navigate

To	Do this
Fast-forward, while playing	Press and hold the **Up/Down** control in the down position. (Mobile Voice files only)
Rewind, while playing	Press and hold the **Up/Down** control in the up position. (Mobile Voice files only)
Scroll through the list of recordings	Press and quickly release the appropriate position on the **Up/Down** control.

IMPORTANT: When using earphones, unplug them from the device before using **Voice Recorder** to make a recording.

USING THE SCREEN BUTTONS

Instead of using the device buttons, you can tap the buttons on your screen to record and play your recordings. A progress bar and a status bar provide visual indications of the process.
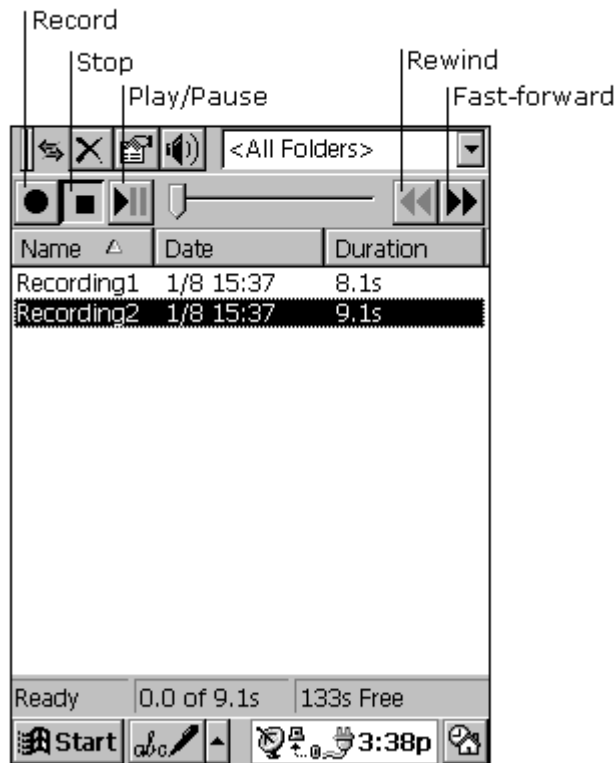
Voice Recorder Screen

NOTE: To skip part of a recording, move the slider to any place in the recording before you play it.

If you play a recording that lasts longer than a minute, the device will automatically turn off the screen display after one minute in order to conserve battery charge. You can turn the screen display back on by tapping anywhere on the screen, or by pressing any button (other than the power button). The display turns on automatically when the recording has finished playing.

SETTINGS AND ORGANIZATION

Adjusting memory

If your device runs out of memory while recording, you'll hear several beeps and see an out-of-memory message on your screen. You can adjust the allocation of memory on your device by tapping **Start→Settings→ System**, then the **Memory** tab. If you run out of memory frequently, you might consider buying a CompactFlash storage card for your device.

NOTE: **Voice Recorder** uses approximately 8 Kb per second for recording using the default PCM format. For example, a 10-second note uses approximately 80Kb.

Choosing a recording format

Voice Recorder uses a format called **PCM** to ensure the best sound quality. You can also use the alternative **Mobile Voice** codec, which makes recordings 25 times smaller than the original size. This enables you to store more recordings, although the sound quality is less than optimal. For the best sound quality, use the default PCM format. These files are larger than those stored in Mobile Voice format. To switch formats, tap **Tools** then **Recording Format.**

Organizing recordings

Your recordings are saved automatically and given the default names Recording1, Recording2, etc. These recordings are listed in the **Voice Recorder** window. To quickly rename a recording, tap it to select it, tap it again, then enter the new name.

You can organize your recordings by renaming and placing them in folders. For example, you can create a folder called My Novel and place all relevant recordings in that folder.

If you display recordings for a particular folder in the **Voice Recorder** window, any new recordings you make while that folder is selected are placed in that folder. They are given the folder name and an incremental number (My Novel1, My Novel2, etc.).

Rename a file and place it in a folder.

Display the contents of the selected folder.

Create and delete folders.

Name ⌐	Date	My Novel
Autumn s..	1/8	Templates
Family ba..	1/8 15:43	12.0s
My Novel2	1/8 15:44	18.7s

My Novel

<Edit Folders>
<All Folders>
My Novel
Templates

Sort the list on a column.
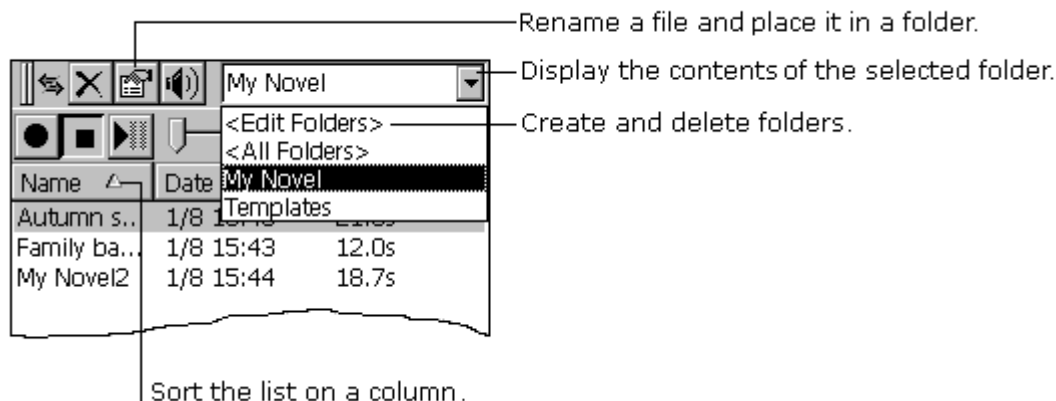
Organizing Recordings

chapter 8

NOTE TAKER

Note Taker with Rich Ink technology makes it easy to write, sketch, and make lists quickly, the way you're used to writing on paper—but even better, because you can edit and format what you've written or drawn.

This chapter describes the following features:

- **entering information**
- **writing and drawing**
- **editing and formatting a note**
- **saving and organizing your notes**

To use **Note Taker**, tap **Start➔NoteTaker**.

You can create a new note by tapping the **New** button, or you can tap the **New** arrow and tap a template to start with a note in which the formatting and structure are already in place.

Create a note.

Display a list of templates.

| | 🖉 | ▾ | ✕ | 🖼 | <All Folders> | ▾ |

Blank Note

Meeting Notes
Memo
Phone Memo
To Do
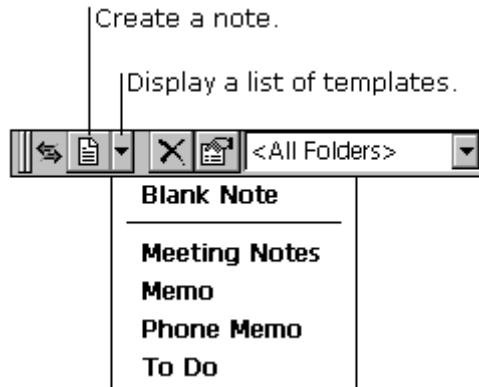
Creating a Note

ENTERING INFORMATION

With **Note Taker**, you can enter information in the way that's easiest for you. You can use the input panel to type using the keyboard, or you can write using the character recognizer, as described in Chapter 17 "**Using Jot Character Recognizer**." You can also write and draw directly on the screen.

When you display the input panel, you'll see the insertion point, indicating where the text is placed.

Text appears here.——W|

Display or hide——
the input panel.
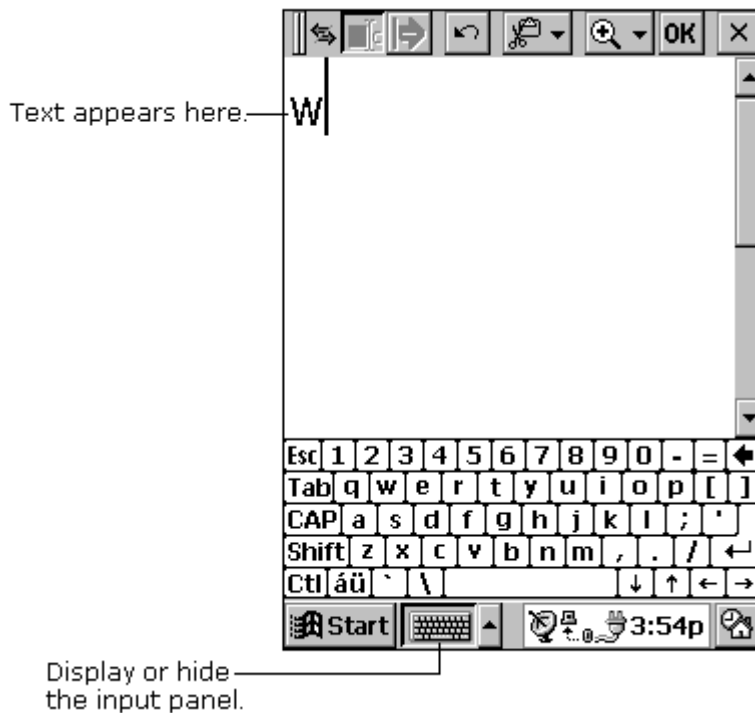
Entering Information Using Note Taker

When you hide the input panel, the insertion point disappears, and you can write or draw anywhere on the screen.

WRITING AND DRAWING

You can use your stylus to write and draw directly on the screen.

Zoom in to write; zoom out to view.

Everything within the drawing box becomes part of the drawing.
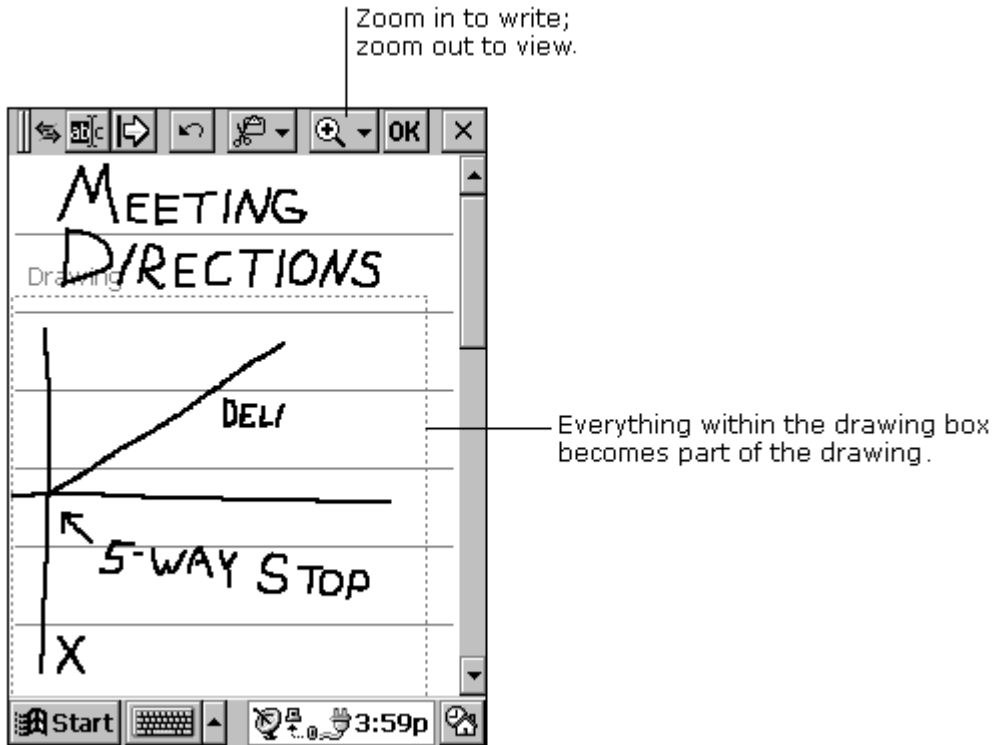
Writing and Drawing Using Note Taker

To create a drawing, on your first stroke, cross three ruled lines. A drawing box appears. Subsequent strokes in or outside the border of the drawing box become part of the drawing.

NOTE: You might want to switch to full-screen display so that you can see as much as possible on the screen. Tap **View**, then **Full Screen**. Tap **Restore** to see the command bar again.

EDITING AND FORMATTING A NOTE

You can edit text you've entered using a keyboard or character recognizer. You can also edit handwritten notes and sketches. To select the text or picture you want to edit, hide the input panel, tap the **Select** button, and drag your stylus over the text or drawing.

NOTE: Instead of tapping the **Select** button, you can press and hold the **Action** button as you drag the stylus.

Tap the **Edit** button to see your editing options. The options available depend on what you've selected: text, handwriting, or a drawing.
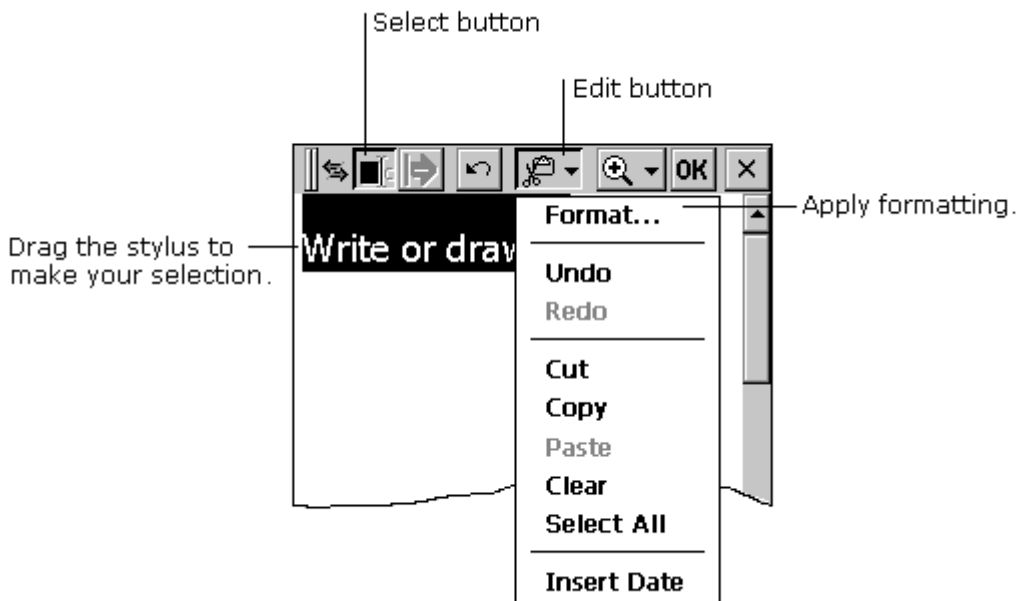
Editing And Formatting a Note

You can apply formatting to a selection, or you can set default formatting that is applied to everything you then type, write, or draw.

You can also use the **Space** button to increase or decrease the space between elements on your screen.

First tap the Space button.

Then, tap and drag to the right
or down to insert space.

Tap and drag to the left
or up to close space.
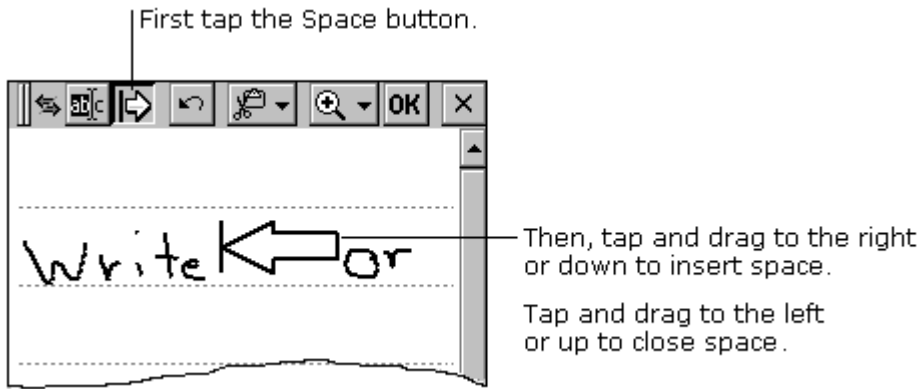
Adding Space in a Note

NOTE: Instead of tapping the **Space** button, you can insert and remove
space by pressing and holding the **Exit** button as you drag the stylus.

SAVING AND ORGANIZING YOUR NOTES

Saving your notes

When you've finished a note, tap **OK** to save it and return to your list of
notes. **Note Taker** automatically names your note as follows:

- The first 21 characters of the first line of typed text are used as the
  note name.

- If no text is included in the note, but the note has been assigned to a
  folder, the notes are given the folder name and an incremental number
  (Tradeshow1, Tradeshow2, etc.).

- If no text is included and no folder is assigned, the notes are named
  Note1, Note2, etc.

To name a note yourself, to place it in a folder, or to change the file format, tap **File**→**Save As**.

Save As	OK	×
File name:		
Note2	Options...	— Change the file format.
	Create In>>	— Place the note in a folder.
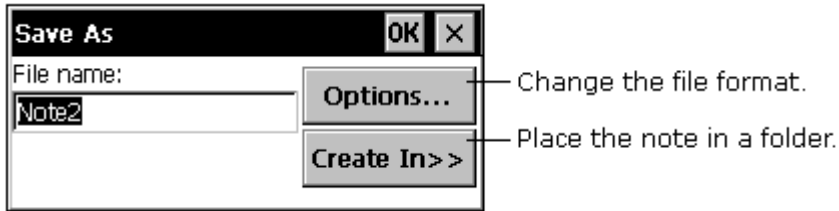
Saving a Note

Each note in **Note Taker** is a file. **Note Taker** files are saved in **Note Taker** (.pwi) format, which synchronizes with Microsoft Word files. You have two additional choices for file formats:

■ **Rich text format**. To import the file into a program that supports rich text, save the note in rich text format (.rtf). Handwritten words and drawings are lost.

■ **Text only note**. To import the file into a program that does not support rich text, save the note as a text only note (.txt). Handwritten words and drawings, and all formatting, are lost.

Organizing your notes
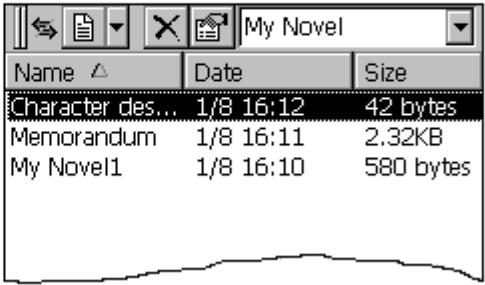
You can keep track of your notes by renaming them and placing them in folders. For example, you can create a folder called My Novel and place all relevant notes in that folder. All the notes in the selected folder appear in the list view.

Notes saved in this folder are displayed in the list.

Name based on the first typed text in the note

Name based on a template

Default name for handwritten note, based on folder name

Name △	Date	Size
Character des...	1/8 16:12	42 bytes
Memorandum	1/8 16:11	2.32KB
My Novel1	1/8 16:10	580 bytes

My Novel

Organizing Your Notes

chapter *9*

PICTURE VIEWER

Picture Viewer lets you easily view any bitmap (.bmp) or JPEG (.jpg) image located on your Compaq Aero 1500 Series or stored on a CompactFlash storage card inside your Aero 1500.

This chapter describes the following features:
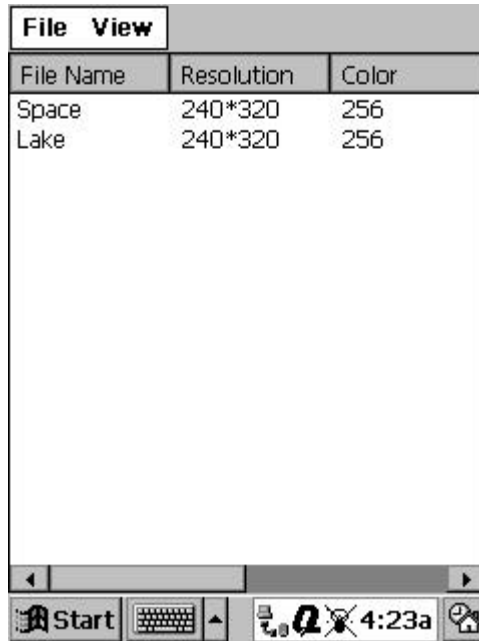
- **using Picture Viewer**
- **getting images from a desktop computer**
- **viewing images stored on a CompactFlash card**

Using Picture Viewer

◼ To use **Picture Viewer**, tap **Start**→**Programs**→**Picture Viewer**.

A screen appears similar to the one below. It lists all bitmap and JPEG images located on the Palm-size PC or stored in a CompactFlash storage card that is inserted in the device.

File Name	Resolution	Color
Space	240*320	256
Lake	240*320	256

Picture Viewer Screen

◼ To view an image, double tap it from the list, or select it and tap **File**→**Open**.

◼ To update the list of available pictures for viewing, tap **View**→**Refresh**.

◼ To delete an image, tap **File**→**Delete**.

For optimum viewing quality, set the Aero 1500's **Contrast** in the **QUtilities** to **Higher picture quality** (16-gray scale). To change this setting, see "**Contrast**" in Chapter 4.

NOTE: JPEG files are picture files that are stored in a highly compressed format. When you open a JPEG image file that is stored on your Aero 1500 Series or a CompactFlash card, your device first decompresses the image. If, for example, the JPEG file you want to open is 50KB, you may need up to 1500KB of free memory on your device (depending on the file's decompression ratio) in order to decompress and view the file. If you are unable to open a JPEG file, it may be because your device has insufficient free memory. For memory options, contact your Compaq authorized dealer or reseller.

Getting Images from a Desktop Computer

To transfer a bitmap or JPEG image file from a desktop computer to your Aero 1500, or a CompactFlash card inserted in the Aero 1500, follow these steps:

- Connect your device to your desktop PC.

- On your desktop computer, use ActiveSync to copy the image file to the desired folder in the Explorer window for your device.

For more information, see ActiveSync Help on your desktop computer.

Viewing Images Stored on a CompactFlash Card

To view an image stored on a CompactFlash card inside the Aero 1500:

- Insert the CompactFlash card.

- Tap **View**→**Refresh**. All bitmap and JPEG images stored on the card will automatically appear and are available for viewing.

NOTE: CompactFlash cards are a good medium for storing image files so they do not take up your device's memory. You do not have to copy an image to your device in order to view it.

chapter *10*

AUDIBLEPLAYER

The **AudiblePlayer** application lets you listen to audio files downloaded to your Compaq Aero 1500 Series Palm-size PC from the Internet. This chapter describes the following features:

- **using AudiblePlayer**
- **installing AudibleManager**
- **purchasing audio programs**
- **using the software buttons**
- **using the hardware buttons**
- **AudiblePlayer menus**
- **additional playback time**

Using AudiblePlayer

Audio programs for **AudiblePlayer** can be purchased from the Audible.com store (**www.audible.com**) or downloaded free from designated Mobile RealAudio–enabled sites on the Web.

To use **AudiblePlayer**, tap **Start→Programs→AudiblePlayer**. The **AudiblePlayer** screen appears.

AudiblePlayer Screen

Installing AudibleManager

Before you can use **AudiblePlayer** on your Aero 1500 Series, you must first install **AudibleManager** on your desktop PC:

1. Download the **AudibleManager** installation file to your PC from the *Compaq Aero 1500 Series Software and Reference Guide* CD-ROM or from **www.audible.com/audible/software/audible_manager.exe**.

❷ Double-click the downloaded file to start the installation process.

❸ Follow the onscreen instructions. When asked what kind of mobile device you have, choose **AudiblePlayer for Windows CE**.

❹ Once the software has been installed, the Audible Configuration Wizard will activate your **AudiblePlayer** so that it can play audio programs that you purchase from Audible.com.

❺ Back up your data using ActiveSync Backup/Restore or the **CF Backup/Restore Utility**.

IMPORTANT: In the event that you lose all data on your Aero 1500 (through a power loss, or by removing both batteries), the **AudiblePlayer** data stored on the Aero 1500 is also erased. In this situation, use the backup file you created above to restore your data so that you can use **AudiblePlayer** again. Otherwise, contact Audible Customer Service for help.

Purchasing Audio Programs

AudiblePlayer is part of the Audible MobileAudio System. You can purchase programs from the Audible.com store or download them from a Mobile RealAudio–enabled Web site.

To set up an Audible account at the Audible.com store, access the **www.audible.com** Web site on the Internet. Click **Create an account** and follow the onscreen instructions.

For more detailed information, see the *AudiblePlayer User's Manual* on your desktop PC (installs automatically when you install AudibleManager).

Using the Software Buttons

The seven buttons displayed on the **AudiblePlayer** screen allow you to operate **AudiblePlayer** as simply as you would any cassette or CD player, but with much more functionality. Each button has a single-tap function, and some also have a tap-and-hold function, as described below.

Button	Single Tap Function	Tap and Hold Function
Play/Stop	Starts or stops audio playback.	None.
Rewind	Reverses through the current audio program to the beginning, in 10-second increments.	Rewinds completely to the beginning of the current audio program.
Fast Forward	Moves audio ahead through the entire program to the end, in 10-second increments.	Moves audio program ahead completely to the end.
Previous Section	Reverses audio to a previous section within a multi-section program, or to the beginning of the program if it is the first section.	Reverses audio through the previous sections within a multi-section program, until the first section is reached.
Next Section	Moves audio forward to the next section within a multi-section program.	Moves audio forward through the sections within a multi-section program, until the last section is reached.
Create Bookmark	Sets a bookmark at the current play position. An audio announcement states the number of the bookmark being set.	None.

Button	Single Tap Function	Tap and Hold Function
Next Program	Accesses the next audio program on the Audible Player, continuing each time the button is tapped, until the last program is accessed, when it will begin again with the first program.	None.

Using the Hardware Buttons

You can use the Aero 1500 Series' Dial/Action button instead of the software buttons for the following actions:

■ Press the Action button to start or stop audio playback.

■ Rotate the Dial upward to fast forward the audio.

■ Rotate the Dial downward to rewind the audio.

AudiblePlayer Menus

The **AudiblePlayer** screen contains four menus for added functionality.

File

The **File** menu contains the following options:

■ **Select Audio Program** lists available audio programs and their properties. To access information on a program, tap its title.

■ **Volume Control** lets you raise or lower the volume of audio output.

Controls

The **Controls** menu includes options for audio playback, including **Play/Stop**, **Fast Forward** and **Rewind** (for time periods of 10 seconds, 1 minute, 10 minutes, and 1 hour), **Skip to Previous Section**, and **Skip to Next Section**.

Bookmarks

The **Bookmarks** option can be used to **Create a Bookmark** or **Skip to Next Bookmark**. The bookmarks you create are listed in numerical order. To go to a bookmarked point in an audio program, tap the bookmark then tap the **Play/Start** button.

Select

The **Select** button lists all of the stored audio programs and allows you to select one.

Additional Playback Time

Each hour of playback time requires approximately 2MB of memory. You can use a CompactFlash storage card to increase the memory of your device. A 16MB CompactFlash card, for instance, will allow nearly 8 hours of playback time.

chapter 11

INFRARED FEATURE

The infrared (IR) port allows for bi-directional communication between your Compaq Aero 1500 Series and other infrared-equipped devices such as other Palm-size PCs, desktop and notebook computers, printers, or any other device that has a compatible IR feature.

In order to use your Aero 1500 Series' infrared port, you must set up the ports on both the sending and receiving devices.

This chapter describes the following features:

- **connecting to ActiveSync with infrared**
- **file transfer with another Palm-size PC**
- **guidelines for using IR transfer**

CONNECTING TO ACTIVESYNC WITH INFRARED

Before you can use the infrared feature, you need to configure the software on both your Aero 1500 Series and the desktop computer.

Setting up Infrared on the Computer

Currently, only Windows 95/98 and Windows 2000 support infrared connections.

1. Install and configure an infrared port on your desktop computer following the manufacturer's instructions.

IMPORTANT: If you are using a computer running Windows 95, install the Windows 95 infrared driver. For more information about infrared drivers, see the Windows CE Web site at **http://www.microsoft.com/windowsce**.

2. On your computer, go to the ActiveSync Help menu. Refer to the topics on setting up the infrared feature on your computer for more information.

Setting up Infrared on the Palm-size PC

1. Turn on the device, then tap **Start→Settings→Communications**, then tap on the **PC Connection** tab.

2. Next click on the **Change Connection...** button.

3. On the next window, you can select **Infrared Port** from the drop down menu. Select **OK**.

4. You are now back on the **PC Connection** window. Make sure **Enable direct connections...** is enabled and click **OK**.

You are now ready to connect your device directly to your computer using infrared communication.

Connecting To Your Desktop Computer

To enable a file transfer between your Aero 1500 Series and a desktop computer, do the following:

1 Line up the infrared port on your Aero 1500 Series with the desktop computer's infrared port.

2 On your device, tap **Start→Programs→Communications→PC Link**. You will hear a chime when the connection is correct, and the synchronization icon displays on the taskbar.

FILE TRANSFER WITH ANOTHER PALM-SIZE PC

To enable a file transfer between two Palm-size PCs which are properly set up, do the following:

NOTE: You can only exchange data using the infrared feature between two Palm-size PCs from within the following programs: Voice Recorder, Note Taker, and Contacts.

1 Both Palm-size PCs should have the same application enabled, i.e., Voice Recorder, Note Taker, or Contacts.

2 On the sending Palm-size PC, select a file. Next tap **File** on the Command Bar, then **Send To→Infrared Recipient**. This begins the transfer process. A dialog box appears on screen displaying the status of the file as it is sent.

3 On the receiving device, tap **File** on the Command Bar, then **Receive**. This should enable the file transfer. A dialog box appears on screen while the data is transferred.

4 A chime sounds when the connection is correct.

GUIDELINES FOR USING IR TRANSFER

Follow these guidelines when using your Aero 1500 Series' IR port to communicate with another infrared-equipped device:

1 Make sure that both devices are turned on and are running the proper IR software.

2 Make sure the ports are within a three-foot distance of each other and the IR ports are facing each other directly, without any object blocking the IR port.

3 Make sure to turn off any bright lights if you find them to interfere with IR operation.

NOTE: For more information on transferring data through the infrared port, see ActiveSync Help on your desktop computer.

chapter *12*

COMPACTFLASH CARDS

The CompactFlash (CF) card slot located on the top edge of your device is an industry-standard connector that allows you to increase the functionality of your Aero 1500 Series. The slot supports Type I CompactFlash cards. The CompactFlash slot allows you to install storage cards for backup and storage of data and applications. It also allows you to install communication devices such as a LAN adapter or a fax/modem.

This chapter describes the following features:

- **software and operating guidelines**
- **inserting a CompactFlash card**
- **removing a CompactFlash card**
- **running a program stored on a CompactFlash card**

SOFTWARE

Your Aero 1500 Series automatically recognizes a wide range of CompactFlash cards approved for use with Windows CE. If you are ever instructed to install card-specific device drivers provided by a CompactFlash card manufacturer, be sure to install only device drivers specifically designed for the Windows CE operating system on your device. If you are unclear about installation instructions, call your CompactFlash card manufacturer for more information.

OPERATING GUIDELINES

■ Some CompactFlash cards consume large amounts of power. To avoid battery drainage when using a CompactFlash card, connect your Aero 1500 Series to AC power wherever possible.

■ If the batteries are very low, you should not attempt to save data to a CompactFlash card. This may result in the loss of data. First replace the batteries or connect to AC power.

■ Do not turn off your Aero 1500 Series or remove the CompactFlash card when you are in the middle of performing an operation, such as saving data to your CompactFlash card.

■ Keep your CompactFlash card in a protective casing when not in use to protect from dirt and moisture.

INSERTING A COMPACTFLASH CARD

To insert a CompactFlash card, follow these steps:

1 Remove the CompactFlash slot cover **❶**. Turn over the device. On the back of the device, there is an indentation that allows you to pull the cover out of the slot with a thumbnail.

NOTE: The CompactFlash slot cover **❶** can and should be replaced only when the slot is empty.
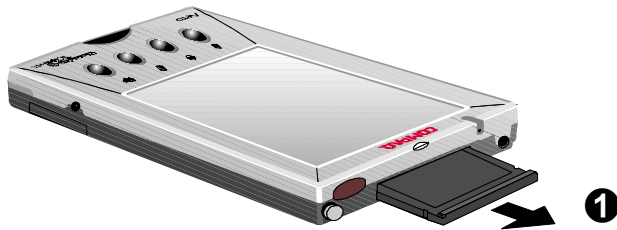
Removing the CompactFlash Slot Cover

2 The front side of a CompactFlash card is usually identified with a label **❷**. Position the card so that the label side of the card is closest to the screen of the device and insert the pin-hole edge of the card into the slot. Carefully press the card into the slot until you feel it dock with the connector inside the slot.

CAUTION: Forcing a CompactFlash card into the CompactFlash slot can damage the slot.
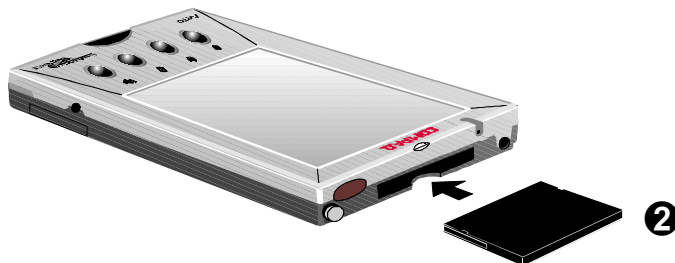
Inserting a CompactFlash Card

③ The card is ready to use. Tap **Start➔Settings➔System** to see the properties of the card currently inserted.

NOTE: If you inserted a storage card, the system pops up a window asking if you want to enable the card you just inserted. You can choose not to do so in order to save battery power. After you enable a card, the only way to disable it, and save power, is to remove the card.

REMOVING A COMPACTFLASH CARD

To remove a CompactFlash card, follow these steps:

① Turn the device over and use the indentation beside the CompactFlash card opening to press the CompactFlash card out of the slot.

② Replace the compartment cover.

③ Place your CompactFlash card in a protective casing to protect from dirt and moisture.

NOTE: Data saved on a storage card remains intact after the card is removed from the device.

RUNNING A PROGRAM STORED ON A COMPACTFLASH CARD

The **Auto Run** feature in **QUtilities** allows specialized programs stored on a CompactFlash card to begin running automatically as soon as the card is inserted. To run a program on an Auto Run-enabled CompactFlash card, follow these steps:

① Power on the device.

② Make sure that **QUtilities** is activated (the **Q** icon appears on the taskbar). If not, tap **Q➔QLaunch**.

❸ Insert the CompactFlash card containing the specialized program. The program will start running automatically.

To restart a program, tap **Q**➔**QUtilities**➔**Auto Run** tab ➔**Restart**.

NOTE: The Aero 1500's **Auto Run** feature is enabled by default. To disable **Auto Run**, tap **Q**➔**QUtilities**➔**Auto Run** tab ➔**Disable**, then tap **OK**.

chapter *13*

MICROSOFT ACTIVESYNC

Microsoft ActiveSync enables you to *synchronize* the information on your desktop computer with the information on your device. Synchronization is the process of comparing the data on your device with your desktop computer and updating both computers with the most recent information. For example:

■ Keep Pocket Outlook data up-to-date by synchronizing your mobile device with your choice of Microsoft Outlook, Microsoft Schedule+, or Microsoft Exchange on your desktop computer.

■ Synchronize Voice Recorder and Note Taker documents between your device and desktop computer. Your files are automatically converted to the correct format.

With ActiveSync, you can also:

■ Back up and restore your device data.

■ Add and remove programs on your device.

■ Copy (rather than synchronize) files between your device and your desktop computer.

chapter 14

CHANNELS

A *Channel* is a Web site or other Web-formatted content that is available for offline viewing on your Aero 1500. Channels allows Internet, intranet, or other Web-formatted content to be automatically downloaded to your device from your desktop computer via synchronization. For more information on synchronizing channels, see ActiveSync Help on your desktop computer.

Content can be updated on a regular basis, such as updates from a news channel, or on a one-time basis, such as movie listings from an entertainment channel.

Channels and automatic updates to them are managed on the desktop computer by Internet Explorer 4.0 or later. Use Internet Explorer 4.0 or later on your desktop computer to subscribe to Mobile Channels.

A special Web site has been set up to help you get started using Channels. For information on getting started with Channels on your Aero 1500, visit **www.microsoft.com/windowsce/channels**.

This chapter describes the following features:

- **personalizing Channels**
- **viewing Channel content**
- **mobile desktop components**

PERSONALIZING CHANNELS

Some channels are divided into content areas. You can choose which content areas you want to download to your device. In **Channels**, tap **File→Channels**, and select the channels and content areas you want.

You can specify the amount of channel information that is transferred to your device. Tap **View→Options**. Channel information is stored on your device, and new content will replace older content.

To remove a channel and all of its content, tap **File→Channels**, and clear the channel that you want to remove.

VIEWING CHANNEL CONTENT

Whenever new content is available for one of your channels, you'll see the **Channel** icon in the status area of the taskbar. Double-tap the icon to switch to Channels, or tap **Start→Channels**.

Channel Icon on the Taskbar

To view channel content, tap an icon on the **Channel** bar, or tap the **Explorer** button to quickly navigate to a channel or specific page within a channel.

MOBILE DESKTOP COMPONENTS

Your Aero 1500 Series also includes an Active Desktop feature that can display specialized channel content for quick reference. Similar to **Channels**, content for mobile desktop components is synchronized with the desktop computer. For example, a content provider might create a mobile desktop component that updates and displays key financial market indices during the day.

To display mobile desktop components on the Active Desktop, tap **Start→Settings→Display**, then select the components you want to display.

chapter 15

GETTING CONNECTED REMOTELY

If you want to use your device to connect to your computer, a network, or an ISP while away from your office, you must create a dial-up connection. This is called remote networking. You have the following remote networking options:

- Connect to your Internet service provider (ISP). Once connected, you can send and receive e-mail messages. If this is the method you want to use, see "**Connecting to an ISP**."

- Connect to the network at your company or organization. Once connected, you can send and receive e-mail messages and access files on the network. If this is the method you want to use, see "**Connecting to a Network**."

- Connect to your computer to synchronize remotely. Once connected, you can synchronize information such as your Pocket Outlook data. If this is the method you want to use, see ActiveSync Help on your desktop computer.

This chapter also describes the following feature:

- **getting help on connecting remotely**

CONNECTING TO AN ISP

You can connect to an ISP by creating a dial-up connection. Once connected, you can send and receive e-mail messages.

To create a dial-up connection to an ISP:

1. Install a modem CompactFlash card.

2. Get the following information from your ISP: ISP dial-up access telephone number, user name, password, and TCP/IP settings.

3. Select **Start**➔**Programs**➔**Communication**➔**Connections**.

4. Double-tap the **Make New Connection** icon.

5. Enter a name for the connection, such as "ISP Dial-Up."

6. Select **Dial-Up Connection**, then select **Next**.

7. Select your modem type.

8. You should not need to change any settings in the **Configure** or **TCP/IP Settings** dialog boxes. Most ISPs now use server-assigned addresses. If the ISP you are connecting to does not use server-assigned addresses, enter the addresses in the **TCP/IP Settings** dialog box. When finished, select **Next**.

9. Enter the access phone number and select **Finish**.

Once you have created the dial-up connection, double-tap the connection, enter your user name and password, and select **Connect** any time you want to connect. Once connected, you can use **Inbox** to send and receive e-mail. Before you can use **Inbox**, you need to provide the information it needs to communicate with the mail server. For specific instructions, see **Inbox**.

CONNECTING TO A NETWORK

If you have access to a network, you can connect to your network by creating a dial-up connection using a RAS account. Before you can create this dial-up connection, your network administrator needs to set up a RAS account for you.

To create a dial-up connection to a network:

1. If your device does not have a built-in modem, install a modem card.

2. Get the following information from your network administrator: corporate dial-up access telephone number, user name, password, domain name, and TCP/IP settings.

3. Select **Start➔Programs➔Communication➔Connections**.

4. Double-tap the **Make New Connection** icon.

5. Enter a name for the connection, such as "Corporate Dial-Up."

6. Select **Dial-Up Connection**, then select **Next**.

7. Select your modem type. You should not need to change settings in the **Configure** or **TCP/IP Settings** dialog boxes. When finished, select **Next**.

8. Enter the access phone number and select **Finish**.

Once you have created the dial-up connection, double-tap the connection, enter your user name, password, and domain, and select **Connect** any time you want to connect. Once connected, you can use **Inbox** to send and receive e-mail. Before you can use **Inbox**, you need to provide the information it needs to communicate with the mail server. For specific instructions, see **Inbox**.

GETTING HELP ON CONNECTING REMOTELY

More information can be found in the following locations:

- "**Inbox**" in Chapter 6.

- Online Help on the device. Select **Start→Help**, then **Inbox** or **Communications**.

- ActiveSync Help on the desktop computer.

chapter 16

UPGRADING THE MEMORY MODULE

Your Aero 1500 Series features a RAM/ROM memory module located in the memory module compartment on the back of the device.

Upgrading the memory module

If you want, you can upgrade the RAM/ROM memory module. If you are unsure how to safely upgrade the memory module, find a certified service technician for the Aero 1500 Series.

Using CompactFlash memory

Another alternative for adding extra storage space for data files is to install a CompactFlash (CF) storage card in your Palm-size PC's CF card slot. These are available in many capacities. While a CF storage card can be used to store many kinds of data, it cannot be used for storing Pocket Outlook data. In addition, accessing a CF storage card is not as fast as accessing the device's memory module. For CF storage card options, contact your Compaq authorized dealer or reseller.

Upgrading the memory module involves these steps:

- **Step 1: Making a full backup**
- **Step 2: Removing all batteries and disconnecting AC power**
- **Step 3: Removing the existing memory module**
- **Step 4: Installing a new memory module**
- **Step 5: Restoring the backed-up data**

STEP 1: MAKING A FULL BACKUP

Before you make a memory upgrade, you must backup all data and files from your Aero 1500 onto a desktop computer or a CompactFlash card. To do a backup to a computer you must have first installed ActiveSync onto the computer. The backup file you make on the computer contains all files, Pocket Outlook data, and RAM-based programs. Once you have completed the following upgrade procedure, you can use this backup file to restore the data to your Aero 1500 Series' new memory module.

CAUTION: Once you have removed the old memory module from the device it will lose all its data, so you must perform a full backup before replacing memory.

1. Power on the device.

2. Connect the device to the computer using the cradle or auto-sync cable, and use ActiveSync to synchronize your desktop computer with your device.

3. Fully back up the data using the ActiveSync **Backup/Restore** utility.

NOTE: For more information on using ActiveSync to back up data, see ActiveSync Help on your desktop computer.

4. Turn off the device and disconnect it from the computer by removing it from the cradle or removing the auto-sync cable.

NOTE: You can also back up your data to a CompactFlash card using the **CF Backup/Restore Utility**.

STEP 2: REMOVING THE BATTERIES AND DISCONNECTING AC POWER

Remove and disconnect all power sources from the Aero 1500 Series:

1 Remove the main battery pack as described in "**Rechargeable Battery Pack**" in Chapter 3.

2 Remove the backup battery as described in "**Low Backup Battery**" in Chapter 3.

3 Disconnect the AC adapter from the device.

⚠ **CAUTION**: You must remove all batteries and disconnect from AC power before changing the memory module. Otherwise you risk damaging the memory module.

STEP 3: REMOVING THE EXISTING MEMORY MODULE

⚠️ **CAUTION:** Electrostatic discharge can damage electronic components. Before touching the memory expansion module, be sure you are discharged of static electricity by touching a grounded metal object.

1 Turn over the device.

2 Loosen the memory compartment screw by using a small Phillips-head screwdriver. (The memory compartment screw is attached to the compartment cover and does not come out.) Remove the compartment cover ❶.
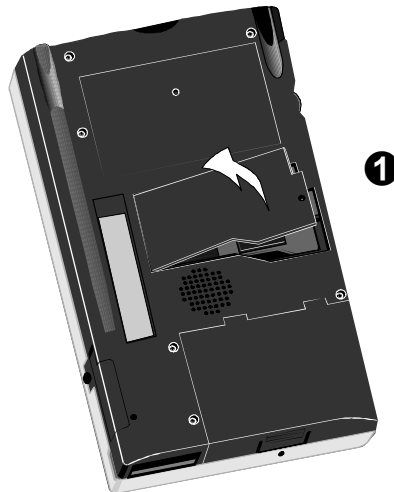
Removing the Memory Compartment Cover

❸ If a memory module is already installed, loosen it by using a small Phillips-head screwdriver ❷.
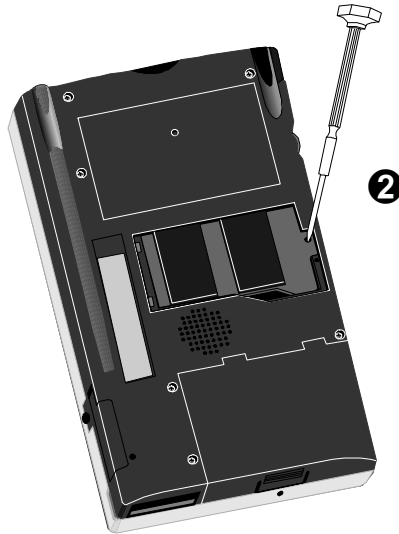
❹ Remove the memory module by levering the right side of the module with the stylus ❸ and gently pulling the module out of the compartment.
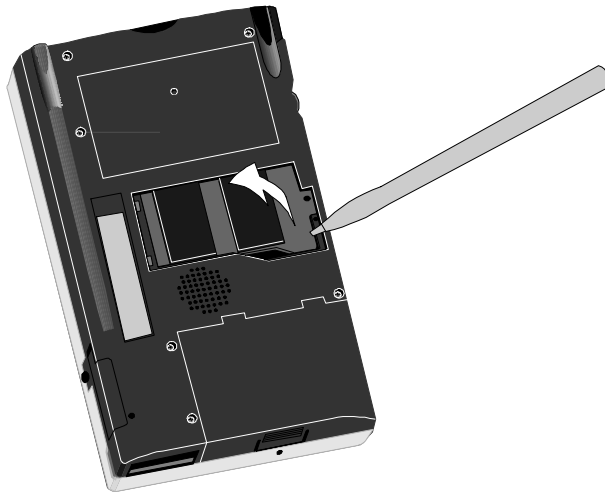
Removing the Memory Module

STEP 4: INSTALLING A NEW MEMORY MODULE

⚠️ **CAUTION:** Electrostatic discharge can damage electronic components. Before touching the memory expansion module, be sure you are discharged of static electricity by touching a grounded metal object.

1 Align the connector on the module with the connector ❶ in the RAM slot.
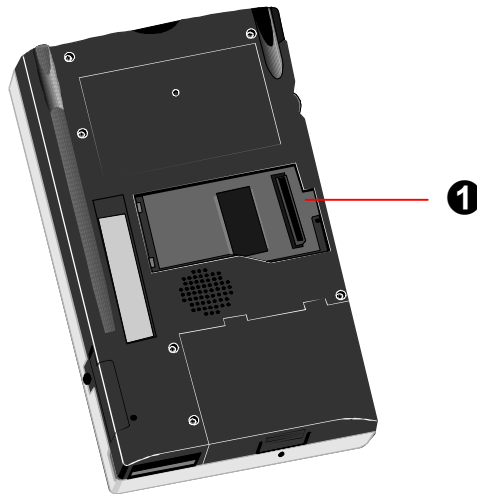
Memory Module Connector

2 Insert the module, left side first, into the compartment so that the left edge of the module ❷ sits on the left edge inside the compartment.
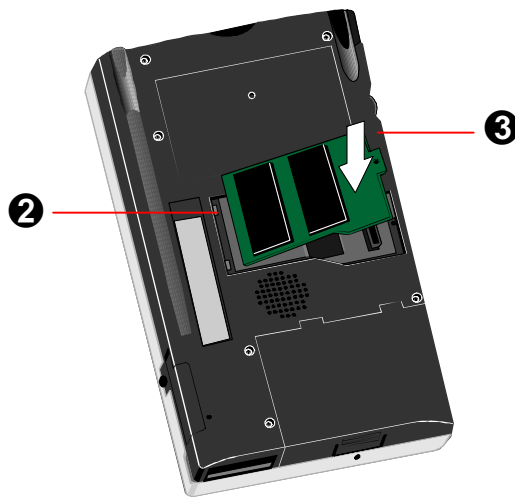
Inserting the Memory Module

③ Press the right end of the module ❸ downward until it is fully inserted, and tighten the screw.

④ Replace the memory compartment cover, inserting the right end of the cover first, and tighten the screw.

⑤ Turn on the device, by pressing the power button. The opening screen reports the new memory size.

⑥ Follow the instructions on the screen to reconfigure the device.

⑦ Tap **Start→Settings→Asset Viewer→Memory** to check the memory size. If it reports the correct memory size, the upgrade has been successful.

NOTE: If the memory size reported is incorrect, the memory module may be damaged or it may not have been installed properly. You can try to correct this problem by uninstalling the memory module then re-installing the module as described above.

STEP 5: RESTORING THE BACKED-UP DATA

① Power on your Aero 1500 Series.

② Connect the device to the computer to which you have just made the backup, and use ActiveSync to synchronize your desktop computer with your device.

③ Fully restore the data using the ActiveSync **Backup/Restore** utility.

NOTE: For more information on using ActiveSync to restore data, see ActiveSync Help on your desktop computer.

④ After restoring the data, disconnect your Aero 1500 Series from the computer by removing it from the cradle.

⑤ **Reset the device**: Use the stylus to push the reset button found inside the small hole on the back panel.

Your Aero 1500 Series is now ready to use.

NOTE: If you used the **CF Backup/Restore Utility** for backing up your data to a CompactFlash card, you need to use the same application to restore it.

chapter <u>*chapter*</u> *17*

USING JOT CHARACTER RECOGNIZER

The character recognition software, CIC **Jot**, gives you a fast and easy-to-use method for entering information in any program on your device: just write in the input panel. Each character you write is translated into typed text and displayed on the screen.

This topic describes how to use the **Jot** character recognizer. It also provides tables showing how and where to draw characters on the screen for each of the two character sets: the **<u>Natural Character Set</u>** and the **<u>Simplified Uppercase Character Set</u>**.

Select character recognition as your input method by tapping the **Input Method** arrow on your taskbar and tapping **Jot Character Recognizer**.
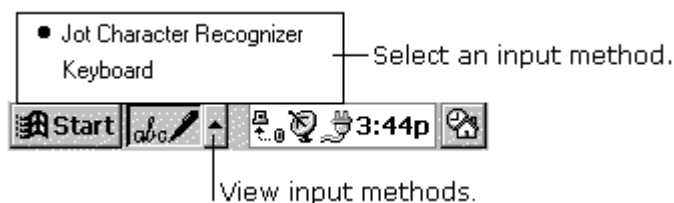
Input Method Menu

Using your stylus, write a character in the input panel. The character is translated into typed text and displayed at the insertion point on the screen.
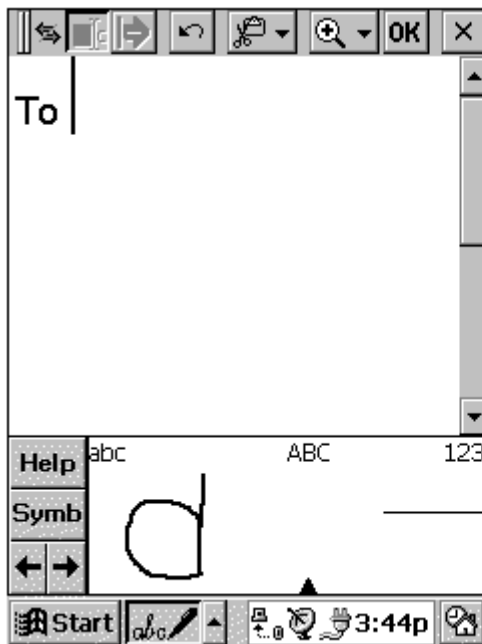
Characters you write here appear on the screen.

Using Jot Character Recognizer

This chapter describes the following features:

- **areas of the input panel**
- **symbols**
- **help writing characters**
- **options**
- **the Natural Character Set**
- **the Simplified Uppercase Character Set**

AREAS OF THE INPUT PANEL

You can write letters in either uppercase or lowercase. How the letter is interpreted and displayed depends on where you write it in the input panel. For example, you can write a letter in lowercase or uppercase, and it appears in lowercase if you write it in the lowercase letter area (abc) of the input panel.
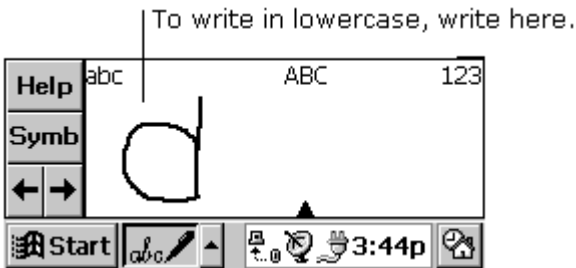
Lowercase Area of the Input Panel
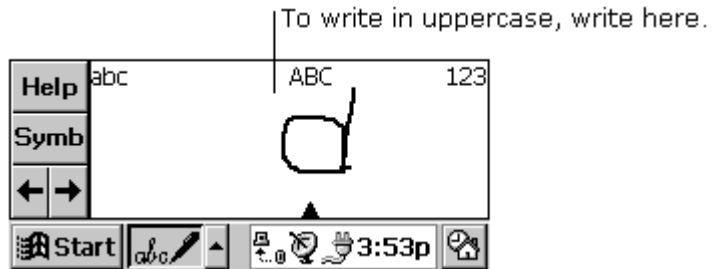
Uppercase Area of the Input Panel

You can also write punctuation and editing marks, and add or delete space in the letter areas (abc and ABC) of the input panel. For example, draw a horizontal line from left to right to add space, and from right to left to backspace. See the tables at the end of this appendix for details.

You can write numbers in the number area (123) of the panel.
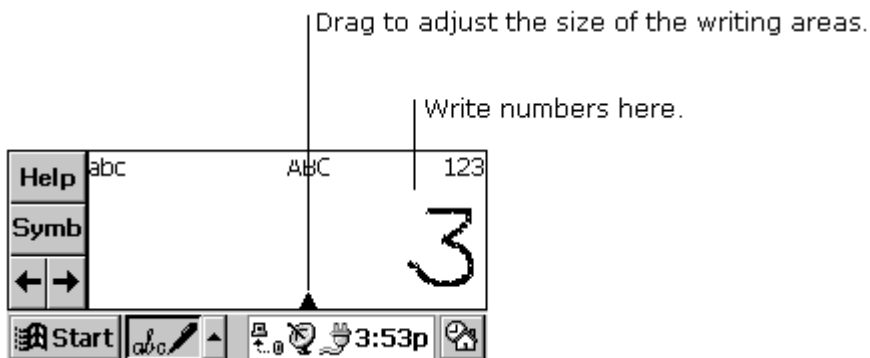
Number Area of the Input Panel

You can also enter common punctuation marks in the number area. This allows you to write telephone numbers, birthdays, and Social Security numbers entirely in the number area. See the tables at the end of this appendix for details.

SYMBOLS

Enter symbols, such as @ or #, on the symbol input panel. Display the symbol panel by tapping the **Symb** button on the input panel or by drawing a vertical line from bottom to top, anywhere in the panel.

When you've drawn the symbol, wait and **Jot** displays the main panel again automatically, or tap the **Symb** button to return to the main panel immediately.

See the **Natural Character Set** and **Simplified Uppercase Character Set** Symbol Panel topics for a list of symbols that can be entered in this panel.

HELP WRITING CHARACTERS

The software recognizes several alternative ways of writing a character. If a character you are writing is misinterpreted, you can use **Help** to see an animated demonstration of how to write the letter. Tap the **Help** button on the input panel, then tap **Next**. Select the character you want to see, and tap **Show**.

OPTIONS

You can adjust settings to suit the way you work. Tap **Start→Settings →Input** Panel. Select **Jot Character Recognizer** as the input method, then tap **Options**.

One of your options is to use the Simplified Uppercase Character Set. For more information about how and where to write characters using this character set, see the topic **Simplified Uppercase Character Set**, or select this character set in the **Options** dialog box then tap the **Help** button on the input panel.

NATURAL CHARACTER SET

The tables in this section show how to use the Natural Character Set to write letters, numbers, punctuation marks, editing marks, and symbols. For each character, the tables show alternatives for writing the characters. The dots indicate where the strokes begin; strokes with no dots can be written in either direction. Where appropriate, the stroke sequence is numbered.

Using the letter areas

You can enter letters, punctuation, and editing marks in the letter areas
(abc and ABC) of the input panel.

Letters

Character	Stroke options	Character	Stroke options
a	*a ə A A*	n	*n N N*
b	*b b B B*	o	*O O*
c	*C*	p	*P P*
d	*d d D D*	q	*q q*
e	*e Ɛ*	r	*r R R*
f	*f Γ*	s	*S*
g	*g g G G*	t	*t T*
h	*h h H*	u	*u U*
i	*i i*	v	*V U*
j	*j j J J*	w	*W*
k	*k k*	x	*X*
l	*i l L*	y	*y y*
m	*m m*	z	*Z z*

Punctuation

Character	Stroke options	Character	Stroke options
period	•	at	@
comma	⌐	double quote	⁏⁏
apostrophe	⌐	tab	⌐
question	?	space	•—
exclamation	!	backspace	—•
ampersand	& &		

Editing

Character	Stroke options	Character	Stroke options
forward delete	/	paste	⌐
cut	⌐	undo	•—
copy	⌐	carriage return	/

Using the Number Area

The tables in this section show how to use the Natural Character Set to write letters, numbers, punctuation marks, editing marks, and symbols. For each character, the tables show alternatives for writing the characters. The dots indicate where the strokes begin; strokes with no dots can be written in either direction. Where appropriate, the stroke sequence is numbered.

You can enter numbers, punctuation, and editing marks in the number area (123) of the input panel.

NOTE: A horizontal line drawn from left to right is recognized as a space character in the letter area of the input panel and as a dash in the number area.

Numbers

Character	Stroke options	Character	Stroke options
0	⟳ ⟲	5	5 5
1	1 1	6	6
2	2 2	7	7
3	3	8	8 8
4	4 4 4	9	9 9

Punctuation

Character	Stroke options	Character	Stroke options
period	•	/	
comma		\	
dash		(	
tilde		)	
+		=	
*		backspace	

Editing

Character	Stroke options	Character	Stroke options
cut		undo	
copy		tab	
paste			

Writing Accented Letters

The tables in this section show how to use the Natural Character Set to write letters, numbers, punctuation marks, editing marks, and symbols. For each character, the tables show alternatives for writing the characters. The dots indicate where the strokes begin; strokes with no dots can be written in either direction. Where appropriate, the stroke sequence is numbered.

To write an accented letter, write the letter in the letter area and the accent in the number area.

Accented letters

Accent mark	Stroke options	Accent mark	Stroke options
à	＼	ã	N
á	／	ä	•••••••••••• ••••••••••••
â	∧	å	○
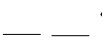
Using the Symbol Panel

In the symbol panel, you can enter symbols and characters that can't be entered in the standard input panel.

Char	Stroke options	Char	Stroke options	Char	Stroke options
.	•	|	❗	&	‡ &
,	⌐	!	¹❗ ₂	1	⫴
'	⌐	?	¹? ₂	2	2|
-	—	$	$ $	3	ß|
_	—•	%	%	±	⊥
~	N	/	╱	X	¹X²
@	@ @	\	╲	÷	÷
(	(	:	:	¾	ß/₄ ß/₄
)	)	;	¹,₂ ¹⌐₂	®	®
<	<	"	⌐⌐	¼	¼ ¼
>	>	+	+┼	½	½ ½

Continued

Char	Stroke options	Char	Stroke options	Char	Stroke options
[	⌐	=	═	©	◎
]	⌐	#	♯	^	∧
{	}	*	✳ ✳	§	§
}	{	£	⅄	¢	¢
Æ	AƐ	¶	ᶜ¶	‡	‡
æ	ɑe	¤	⊗	…	…
Ç	Ç	°	○	•	•¶¶
ç	ç	«	≪	–	– – –
ª	ɑ	»	≫	—	– – – –
º	○	¨	•• ⌐	‹	⊲⌐
'	⌡⌐	¯	— —⌐	›	⊳⌐
¿	C	·	• —	ƒ	ƒ

Char	Stroke options	Char	Stroke options	Char	Stroke options
i		¬		Š	
þ		`		š	
þ		´		ˆ	
Ð		¡		ˉ	
ð		-		‘	
Ø		™		’	
ø		Œ		"	
ß		œ		"	
µ		‰		‚	
¥		†		„	

SIMPLIFIED UPPERCASE CHARACTER SET

You can choose to use this character set instead of the Natural Character Set by selecting it in the **CIC Jot Options** dialog box. This character set gives you fewer options for entering each character, as you're writing in uppercase only, but allows for greater flexibility in writing the letters, so you can write faster.

The tables in this section show how to use the Simplified Uppercase Character Set to write letters, numbers, punctuation marks, editing marks, and symbols. For each character, the tables show alternatives for writing the characters. The dots indicate where the strokes begin; strokes with no dots can be written in either direction. Where appropriate, the stroke sequence is numbered.

Using the letter areas

You can enter letters, punctuation, and editing marks in the letter areas (abc and ABC) of the input panel.

Letters

Char	Stroke options	Char	Stroke options	Char	Stroke options
A	∧ A	K	ƙ ƙ ⋉	U	U U
B	B B	L	L	V	V V V
C	C	M	m m	W	W
D	D D	N	N N	X	X¹ X²
E	Ɛ	O	O O	Y	y y

Letters *Continued*

Char	Stroke options	Char	Stroke options	Char	Stroke options
F		P		Z	
G		Q		ç	
H		R		æ	
I		S		ß	
J		T			

Editing

Character	Stroke options	Character	Stroke options
space		copy	
back delete (backspace)		paste	
forward delete		undo	
cut		carriage return	

Using the Number Area

The tables in this section show how to use the Simplified Uppercase Character Set to write letters, numbers, punctuation marks, editing marks, and symbols. For each character, the tables show alternatives for writing the characters. The dots indicate where the strokes begin; strokes with no dots can be written in either direction. Where appropriate, the stroke sequence is numbered.

In addition to numbers, you can enter punctuation and editing marks in the number area (123) of the input panel.

NOTE: A horizontal line drawn from left to right is recognized as a space character in the letter area of the input panel, and as a dash in the number area.

Numbers

Character	Stroke options	Character	Stroke options
0	○ ○	5	5 5
1	1 1	6	6
2	2 2	7	7
3	3	8	8 8
4	4 4 L	9	9

Punctuation

Character	Stroke options	Character	Stroke options
(		/	
)		^	
=		%	
+		.	
*			

Editing

Character	Stroke options	Character	Stroke options
undo		paste	
cut		carriage return	
copy		dash -	

Writing Accented Letters

The tables in this section show how to use the Simplified Uppercase
Character Set to write letters, numbers, punctuation marks, editing marks,
and symbols. For each character, the tables show alternatives for writing
the characters. The dots indicate where the strokes begin; strokes with no
dots can be written in either direction. Where appropriate, the stroke
sequence is numbered.

To write an accented letter, write the letter in the letter area and the accent
in the number area.

Accented letters

Accent mark	Stroke options	Accent mark	Stroke options
à	╲	ã	Ν
á	╱	ä	••
â	∧	å	◯

Using the Symbol Panel

The tables in this section show how to use the Simplified Uppercase Character Set to write letters, numbers, punctuation marks, editing marks, and symbols. For each character, the tables show alternatives for writing the characters. The dots indicate where the strokes begin; strokes with no dots can be written in either direction. Where appropriate, the stroke sequence is numbered.

In the symbol panel, you can enter symbols and characters that can't be entered in the standard input panel.

You can enter punctuation in the punctuation area (punct) and symbols in the symbol area (symb).

Punctuation

Character	Stroke options	Character	Stroke options
period	•	&	8 8
comma	╱•	^	╱╲
apostrophe	⌡	<	≤
?	?	>	≥
!	↓	{	ε
dash	•—	}	3
underscore	—•	$	S
/	╱	*	∞

Character	Stroke options	Character	Stroke options
\		+	
(		%	
)		TAB	
=		~	

Symbols

Char	Stroke options	Char	Stroke options	Char	Stroke options
!		±		Þ	
@		x		Ð	
#		÷		ð	
$		¼		Ø	
%		½		ø	
&		¾		ß	
*		®		µ	
"		©		¥	
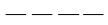
Continued

Symbols *Continued*

Char	Stroke options	Char	Stroke options	Char	Stroke options
:	:	§	§	£	£
;	;	¶	¶	¢	¢
?	?	Æ	Æ	¤	¤
+	+	æ	æ	«	«
=	=	Ç	Ç	»	»
[	[	ç	ç	°	○
]	]	a	a		— /
¦	¦	º	º	¬	¬
¦	¦	¸	¸	`	`
1	1	¿	¿	´	´
2	2	¡	¡	¨	¨
3	3	þ	þ		
.	.	•	•	ˆ	ˆ

Continued

Symbols *Continued*

Char	Stroke options	Char	Stroke options	Char	Stroke options
™		–		˗	
Œ		—		ʼ	
œ		‹		ʼ	
‰		›		"	
†		ƒ		"	
‡		Š		‚	
…	…	š		„	

chapter 18

TIPS & TROUBLESHOOTING

This topic contains some tips that may help you to get better service from your Compaq Aero 1500 Series. It also has a troubleshooting section that can help you to solve any problems you might encounter with your device.

To help diagnose a malfunction, use the Diagnostic utility, which activates a debugging and system diagnostic tool. Tap **Q➔QUtilities** and select the **Diagnostic** tab. For more information, see "**Diagnostics**" in Chapter 4.

If you can't solve a particular problem, see "**Finding Information**" in the Preface. The various documents and Web sites listed here may have the information you need to solve the problem.

If you encounter a problem that you cannot solve, contact your Compaq authorized dealer, reseller, or service provider for assistance.

This chapter describes the following features:

- **infrared communications troubleshooting**
- **partnership troubleshooting**
- **screen and stylus troubleshooting**
- **system response troubleshooting**
- **memory troubleshooting**
- **battery and power troubleshooting**
- **routine maintenance**
- **travel guidelines**

INFRARED COMMUNICATIONS TROUBLESHOOTING

This section covers situations you may encounter when trying to connect your device to other infrared-equipped devices. For problems communicating with your desktop computer, see ActiveSync Help on your desktop computer.

Problem	Possible Cause	Solution
Can't transfer files using the infrared port.	The IR devices are not set up properly.	Position the infrared ports so that they line up and are less than one meter (three feet) but more than two inches apart.
		Make sure that there is no object between the two ports that can block the transmission.
		Adjust the room lighting. Some types of light interfere with infrared communication. Try moving to a different location or turning off some lights.
		Set up the IR devices properly. (See Chapter 11.)

Continued

Problem	Possible Cause	Solution
	The sending or receiving device is not configured properly for IR.	Configure each device for IR according to the manufacturer's instructions. For more information, see ActiveSync Help on your desktop computer.
	The receiving device is not compatible with the sending device.	Transfer files another way, such as through the auto-sync cable.
Can't transfer more than one file at a time using the IR port.	The device is designed to transfer one file (or 25 **Contact** cards) at a time when sending data to another device.	Transfer only the recommended number of files at one time.

PARTNERSHIP TROUBLESHOOTING

This section helps you to solve problems in establishing a partnership between your Aero 1500 Series and a computer.

Problem	Possible Cause	Solution
Can't establish a connection between the Palm-size PC and the computer.	The auto-sync cable may be loose or defective.	Reconnect the auto-sync cable.
		Replace the defective cradle or cable.
	There are problems with the serial communications configuration.	See ActiveSync Help on your desktop computer.
	There is a compatibility problem with Microsoft Outlook on the computer.	See the online Help included with Microsoft Outlook for information on synchronizing mail.

SCREEN AND STYLUS TROUBLESHOOTING

This section helps you solve problems that may occur with the display of your Aero 1500 Series.

Problem	Possible Cause	Solution
The device does not respond when you press the power button.	The device may not be set up correctly.	Make sure your battery cover is locked and all expansion slots are secured. Reset the device. Change the main batteries.
The screen is too dark.	Prolonged exposure to direct sunlight may cause your device screen to temporarily darken.	This is normal for LCD screens and is not permanent. The screen recovers after a short time.
Screen is hard to read in low light conditions.	Need to turn on the backlight.	Hold the Power Button down for 1 second or tap the backlight icon on the taskbar to turn on the backlight.

Problem	Possible Cause	Solution
Text is too small.	Need to change the font size or view size.	If you're having a hard time viewing a **Note Taker** note, try changing the size of the view. Tap the **Zoom** arrow on the command bar and select a zoom percentage.
		If you're having a hard time viewing **Pocket Outlook** data, try enlarging the display font. To do this within **Calendar**, **Tasks**, or **Contacts**, tap **Tools**→**Options**, then select **Use large font**.
The stylus is not responding properly to your taps.	The screen is not calibrated correctly to interpret the screen taps.	You need to recalibrate the screen. Turn the device on. While holding down the Exit button, press the Action button. Follow the instructions on the screen.

Continued

Screen and Stylus Troubleshooting *Continued*

Problem	Possible Cause	Solution
	The screen is not responding to double taps correctly.	Tap on **Start→Settings→ Stylus** then tap the **Double-Tap** tab. Double-tap on the **Grid** icon to set the sensitivity and timing of a double-tap. Double-tap on the **Clapperboard** icon to test the system response.

SYSTEM RESPONSE TROUBLESHOOTING

If you are having trouble with system response time, here are some tips to get you back up to speed.

Problem	Possible Cause	Solution
Slow or no response.	The device may be locked up.	**Reset your Aero 1500 Series**. (See Chapter 3.)
	The device may be short of program memory or storage memory.	Memory allocation in the Aero 1500 is composed of storage memory and program memory. You may want to increase the amount of storage memory if you do not have enough space for files. You may want to increase the amount of program memory if your device is running too slowly. To increase the storage or program memory:
		1. Delete any unnecessary files.
		2. Close any open applications.
		3. Tap **Start→ Settings→ System**, then tap the **Memory** tab.

Problem	Possible Cause	Solution
		4. Adjust the memory slider to the desired amount of storage or program memory.
Windows CE password does not work.	Have entered the wrong password.	If you forget the password for your device, the only way to access your programs is to perform a **full reset**. Unfortunately, this results in the loss of all data you've entered on your device. If you've used **ActiveSync** or **CF Backup/Restore** to create a backup file, all of your program data can be restored. Your Windows CE password is removed and you can set a new password.
Cannot get sound from the device.	Volume is muted or too low.	Tap **Start→Settings →Volume & Sounds** or **Q→Volume**, and try making adjustments to the volume slider.

MEMORY TROUBLESHOOTING

This topic helps you solve some problems that you may encounter with the device's memory.

Problem	Possible Cause	Solution
The device does not turn on or the device does not recognize the memory.	The memory module is installed incorrectly or not seated properly.	Reinstall the memory module. See Chapter 16, "**Upgrading the Memory Module**" for more information.
	There is an unstable connection between the memory module and the device.	Remove the memory module, clean the edge connector with a soft dry cloth, and reinstall the module. See Chapter 16, "**Upgrading the Memory Module**" for more information.
Insufficient memory error occurs during an operation.	Device ran out of program memory for the application.	Close all open applications and delete unused files.
		Adjust the available program memory.
		1. Delete any unnecessary files.
		2. Close any open applications.
		3. Tap **Start→ Settings→ System**, then tap the **Memory** tab.

Problem	Possible Cause	Solution
		4. Adjust the memory slider to the desired amount of storage or program memory.
		Upgrade memory if needed.
Not enough space to save my work.	Device ran out of storage memory.	Adjust the available program memory.
		1. Delete any unnecessary files.
		2. Close any open applications.
		3. Tap **Start→Settings→ System**, then tap the **Memory** tab.
		4. Adjust the memory slider to the desired amount of storage or program memory.

BATTERY AND POWER TROUBLESHOOTING

This topic helps you solve any problems that you might encounter with the battery and power components of your Aero 1500 Series.

Problem	Possible Cause	Solution
The device goes into auto-suspend after a short period of inactivity.	As a default, the device is programmed to auto-suspend after two minutes of inactivity when running on the main battery. It is programmed to auto-suspend after thirty minutes of inactivity when running on AC power.	To change the auto-suspend defaults, tap **Start→Settings→ Power**, then tap the **Power Off** tab. Use the drop down menus to change the auto-suspend defaults for battery power and AC power. Press the power button to resume operation of the device.
Device won't turn on when not connected to AC power.	Batteries are too low to run the device.	Connect the cradle to a power outlet with the AC adapter and place your device in the cradle to recharge the main battery. Remove the main battery from the device and replace it with a charged spare battery.

Continued

Battery and Power Troubleshooting *Continued*

Problem	Possible Cause	Solution
The device does not auto-suspend when connected to a computer or using a modem.	The device is designed to stay turned on when connected to a computer.	No action required.
The device turns off before the auto-suspend timeout.	The device initiated a safety shutdown due to a critical low battery condition.	Replace the main battery, recharge the main battery, or connect the device to AC power. Turn on the device.
The device shuts down when a CompactFlash card is in use.	The CompactFlash card drains too much power from the main battery.	Remove the CompactFlash card. Connect the device to AC power and reinsert the CompactFlash card. For more information on using CompactFlash cards, see Chapter 12, "**CompactFlash Cards**."
Battery life is very short.	You are using the device in ways that drain the battery quickly.	Change the way you use the device. See "**Conserving Battery Power**" in Chapter 3, for information on extending the battery life.

Continued

Problem	Possible Cause	Solution
The amber battery charge light does not light up when the device is connected to AC power.	The AC adapter has not been connected properly.	Check that the AC adapter is connected to external power and that it is inserted correctly into the device or the cradle.
	The main battery has been incorrectly inserted.	Remove the main battery from the device. Insert the battery as shown on the label inside the battery compartment.
	Battery has malfunctioned.	Remove the main battery from the device and replace it with a new, Compaq-approved battery pack.

ROUTINE MAINTENANCE

This section provides recommended guidelines for taking care of your Aero 1500 Series. Following these guidelines helps ensure the longevity of your device and reduces the risk of damage.

Routine Care

To keep your Aero 1500 Series in good condition and working properly, follow these guidelines:

- Operate the device with the main and backup batteries installed, even when using external power. This ensures that it has the necessary power to operate when disconnected from external power.

- Keep the device away from excessive moisture and temperature extremes. Do not expose the device to liquids or precipitation.

- To prevent damage to the screen, do not place anything on top of the device.

- Store the device in a protective case when not in use.

- To clean the device, wipe the screen and the exterior with a soft, damp cloth moistened only with water.

   CAUTION: To reduce the risk of electrical shock or damage to the internal components, do not spray liquid directly on the screen or allow excess liquid to drip inside the device. Using soap or other cleaning products on the screen may discolor the finish and damage the screen.

- Avoid exposing the device to direct sunlight or strong ultraviolet light for extended periods of time. Also avoid scratching the surface of the screen and banging it against hard objects.

TRAVEL GUIDELINES

For safety and convenience when traveling with your Aero 1500 Series, follow these guidelines:

■ Back up your data before you leave.

■ Take a backup copy of your data with you.

■ Disconnect all external equipment from the device.

■ Take the AC adapter and new batteries with you.

■ Hand-carry your device in a protective case. Do not check it with your luggage.

■ Be aware of potential effects of airport security devices on your Palm-size PC.

⚠ CAUTION: There are three types of airport security devices: X-ray machines, magnetic detectors (the device you walk through), and security magnetic wands. You can send your device through airport X-ray machines. However, Compaq recommends that you do not send the device through magnetic detectors or expose it to security magnetic wands.

■ Check with the airline if you plan to use the device on the plane. In-flight use of electronic devices is at the discretion of the airline.

International Travel

Before traveling internationally with your Aero 1500 Series, be sure to:

■ Check local customs regulations.

■ If using an external modem or CompactFlash card modem, be sure to have the correct modem and cable for the country you are visiting. Telephone lines differ from country to country.

Shipping Guidelines

When shipping your Aero 1500 Series, follow these guidelines:

- Safeguard your data by making a backup copy.

- If shipping the backup copy, be sure that the medium (diskette, tape, or CompactFlash card) is not exposed to electrical or magnetic impulses while stored or in transit.

- Be sure the CompactFlash card slot is empty.

- Turn off the device and disconnect all external devices.

- Pack the device and all external devices (such as the cradle, cords, and cables) in their original packing boxes or in similar packaging with sufficient packing material to protect them.

- Remove the batteries (main battery and backup battery).

appendix *A*

HARDWARE SPECIFICATIONS

SYSTEM SPECIFICATIONS

System		
Processor		High performance MIPS-based processor designed for Windows CE
RAM		16MB EDO RAM
ROM		16MB ROM
CompactFlash		Type I CompactFlash slot
Display		240 x 320 screen, STN type
		Software controlled 4/16 gray scale
		Software controlled contrast
Backlight		Hardware and software controlled backlight on/off
Battery	Backup	One CR-2032 lithium battery
	Main	One rechargeable Li-Ion battery pack
Audio		Microphone and back-mounted speaker
		3.5mm earphone jack
Infrared		IrDA, rate up to 115.2Kb per second
Communications		Serial port
		CompactFlash card slot
		Infrared port

Continued

System	
Notification Alarms	Flashing green light Audio prompt Pop-up message on display
Battery Charge Light	Flashing/solid amber light

PHYSICAL SPECIFICATIONS

Physical Specification	U.S.	Metric
Height	5.1 in	13 cm
Width	3.1 in	7.9 cm
Depth	0.49 in	1.25 cm
Weight (including battery)	4.9 oz.	140 g

OPERATING ENVIRONMENT

Operating Environment		U.S.	Metric
Temperature	Operating	32° to 104°F	0° to 40°C
	Nonoperating	-4° to 140°F	-20° to 60°C
Relative humidity (non-condensing)	Operating	20 to 90%	20 to 90%
	Nonoperating	20 to 90%	20 to 90%
Maximum altitude (un-pressurized)	Operating	15,000 ft	4,572 m
	Nonoperating	40,000 ft	12,192 m

appendix B

ICON REFERENCE

This section contains an overview of the icons that may appear in the status area of your device taskbar. Each icon has a brief description of the status it represents.

More information on related topics can be found elsewhere in this manual.

This chapter describes the following features:

- **battery icons**
- **connection icons**
- **other icons**

BATTERY ICONS

The following icons may appear in the status area of your device taskbar, they indicate the condition of your batteries.

Icon	Meaning
	Backup battery is low.
	Backup battery is very low.
	Main batteries are low.
	Main batteries are very low.
	External (AC) power source is connected and/or, main battery is charging.

CONNECTION ICONS

The following icons may appear in the status area of your device taskbar. They indicate connection status with your computer.

Icon	Meaning
	Dial-up connection.
	Direct connection.

OTHER ICONS

There are some other icons that may appear in the status area of the taskbar on your device.

Icon	Meaning
	Backlight is turned on.
	Backlight is turned off.
	Game Keys (arrow keys) are enabled.
	Q Menu and QUtilities are enabled.

appendix C

REGULATORY NOTICES

REGULATORY AGENCY IDENTIFICATION NUMBERS

For regulatory identification purposes your product is assigned a Compaq Series number. The Compaq Series number for this product is Series PE2020. This series number should not be confused with the marketing name (Compaq Aero 1500 Series).

The following accessories have been evaluated for use with your device. These Compaq-approved accessories can be identified by their assigned series numbers listed below. To ensure continued reliable and safe operation of your Palm-size PC, use only the accessories listed below with your PE2020 Palm-size PC.

Accessories	Series Number
Palm-size PC	PE2020*
Cradle	PE2025*
Rechargeable Li-Ion battery	PE2021°

* Intended for use with Listed Class 2, rated 5 Vdc, minimum 2A power supply unit.

° Intended for use with Cradle model PE2025.

FEDERAL COMMUNICATIONS COMMISSION NOTICE

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio or television technician for help.

Modifications

The FCC requires the user to be notified that any changes or modifications made to this device that are not expressly approved by Compaq Computer Corporation may void the Reference authority to operate the equipment.

Cables

Connections to this device must be made with shielded cables with metallic RFI/EMI connector hoods in order to maintain compliance with FCC Rules and Regulations. Declaration of Conformity for products

marked with the FCC logo - United States only. This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

For questions regarding your product, contact:

Compaq Computer Corporation
P. O. Box 692000, Mail Stop 530113
Houston, Texas 77269-2000
Or, call 1-800-652-6672 (1-800-OK COMPAQ)

For questions regarding this FCC declaration, contact:

Compaq Computer Corporation
P. O. Box 692000, Mail Stop 510101
Houston, Texas 77269-2000
Or, call (281) 514-3333

To identify this product, refer to the Part, Series, or Model number found on the product.

CANADIAN NOTICE

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations

AVIS CANADIEN

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

EUROPEAN UNION NOTICE

Products with CE marking comply with both the EMC Directive (89/336/EEC) and the Low Voltage Directive (73/23/EEC) issued by the Commission of the European Community.

Compliance with these directives implies conformity to the following European Norms (in brackets are the equivalent international standards):

- EN55022 (CISPR 22) - Electromagnetic Interference

- EN50082-1 (IEC801-2, IEC801-3, IEC801-4) - Electromagnetic Immunity

- EN 60950 (IEC950) - Product Safety

ENERGY STAR® COMPLIANCE

As an ENERGY STAR Partner, Compaq Computer Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency. The ENERGY STAR Computers Program was created by the EPA to promote energy efficiency and reduce air pollution through more energy-efficient equipment in homes, offices, and factories. Compaq products achieve this by reducing power consumption when not being used. Using the power saving features will reduce energy use and maximize battery life.

BATTERY WARNING

WARNING: Your computer contains a lithium-ion battery pack. There is a risk of fire and burns if the battery pack is handled improperly. Do not disassemble, crush, puncture, short external contacts, or dispose of in fire or water. Do not attempt to open or service the battery pack. Replace only with the battery pack designated for this product. Discard used batteries according to the manufacturer's instructions.

⚠️ **WARNING:** Your computer contains a coin-cell lithium battery powered Real-Time Clock circuit. There is a danger of explosion and risk of personal injury if the battery is incorrectly replaced or mistreated. Do not attempt to recharge the battery, disassemble it, or immerse it in water or dispose of it in fire. Replace only with the battery designated for this product. Discard used batteries according to the manufacturer's instructions.